



Position Name: Operations Manager

Position Type: Salaried employee, Modified Full-time

Reports To: Upper School Dean/Director of Finance & Operations

Location: Primarily offices at the Upper School (one day a week may be at Lower School)

Position Pay & Benefits

Salary: Aims to match comparable salaries for similar jobs at SCL or ACCS schools. Negotiated based on experience. See SCA Salary Philosophy.

Benefits: Paid Time Off (PTO), priority student admission to immediate family.

Position Schedule

Work Hours

This position requires approximately 36 hours per week during approximately 34 weeks of school.

- On-campus hours include being on campus when required. Typically 7:30am-3:15pm (M-R) and 7:30am-12:30pm (F). Attend one staff meeting a month.
- Off-campus hours. Your off-campus hours will be those necessary to fulfill your weekly work commitments. Typically one hour per week.
- Summer hours: Minimal required summer hours for Professional Development opportunities and preparation for the school year.
- Participation is required at school events including staff in-service days and staff training unless otherwise indicated by the Head of School. This also includes Orientation, Fall Feast, Spring Showcase, Feast & Folk Dance and Evening at the Academy and other events as directed.

Vacation

This position includes 36 hours (~one work week) PTO during the school year.

Holidays

This position observes all school holidays, including Labor Day, Thanksgiving (1 week), Christmas Break (3 weeks), MLK Jr. Day, President's Day, Spring Break (1 week), Good Friday, Memorial Day, and Fourth of July.

Overview

The role of Operations Manager is to support the Upper School Dean and Director of Finance & Operations with projects, procedures, and day-to-day needs. The primary areas of ownership for the Operations Manager are as follows:

❖ Assistant to Upper School Dean

- Ensure students are on track with graduation requirements
- Help plan and run graduation
- Help update and monitor ALMA academic records
- Help plan US faculty events
- Help order, organize, and proctor CLT and ULE exams
- Check student progress and notify Dean of cumulative scores below 70%
- Help Dean prepare and send Academic Probation letters as necessary

❖ Assistant to the Director of Finance & Operations

- Schedule substitute teachers for Upper School
- Pickup mail and drop off bank deposits
- Calendar management and scheduling
- Coordinate contractors (lawn care, custodial, etc) and volunteers for facilities needs
- Asset coordinator (curriculum, technology, etc)
- Order background checks and safety training for staff and volunteers
- Light cleaning and restocking bathrooms along with additional facilities support
- Development support: newsletters and mailings, social media campaigns, event planning support
- Marketing support: social media management, development of marketing materials, etc
- Finance support: organize receipts, assist with collection of payments, etc

❖ Front Desk Supervision

- Attendance taken and entered in ALMA
- Check students in and out
- Monitor and respond to Upper School Office email
- Monitor front door for student safety

❖ Miscellaneous

- Monitor stock of supplies and order for upper school campus
- Serve as upper school nurse to dispense over-the-counter medication, bandages, check temperatures, and other simple medical needs of students

❖ Substitute Clause

- Assist in the role of substitute teacher, when needed. If serving as a substitute in place of normal activities, this will be considered part of the employee's salaried work.

Education, Skills, and Experience

- ❖ B.A. or above preferred
- ❖ Highly organized and able to work on multiple projects simultaneously
- ❖ Self-directed; able to take initiative and complete projects with minimal oversight
- ❖ Experience working in offices and/or schools preferred
- ❖ Proficiency with Canva, Google Suite and QuickBooks

Other Items of Note

- ❖ As a Christian organization, employees must:
 - Demonstrate a commitment to Christ in their day-to-day life
 - Affirm the Apostles' Creed
 - Commit to acting in accordance with piety and uphold our mission, vision, and statement of faith. (See website or request electronic copy.)
 - Act in accordance with our employee handbook. (Employee handbook can be sent upon request.)
- ❖ “[Working Genius](#)” of Tenacity and Enablement would be most likely to thrive with this type of job, but neither are necessary.
- ❖ Working Values of SCA
 - Core Values: Hospitality, Fidelity, Christ-Centeredness
 - *As defined by Patrick Lencioni in The Advantage, core values are “the few—just two or three—behavioral traits that are inherent in an organization.”*
 - Permission to Play Values: Teachability, Humility, Kindness
 - *As defined by Patrick Lencioni in The Advantage, permission to play values are “the minimum behavioral standards that are required in an organization.”*