



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Director of School Operations

The Director of School Operations is a full-time, salaried position with a 12-month work schedule, beginning June 1, 2022. The Director of School Operations will report to the Headmaster.

Position Overview

The Director of School Operations performs administrative and supervisory work in the non-academic operations of the school. This includes budget preparation, financial management and reporting, purchasing, event planning and management, student transportation, the food service program, and facilities. He or she works to ensure the operational success of the organization, ensure contractual and regulatory requirements are met, and that resources are managed effectively.

The essential duties and responsibilities of the Director of School Operations are as follows:

Leadership

- Assisting the Headmaster in developing and overseeing the evaluation of the organizational philosophy, goals, and objectives reflecting school, sponsor, and state goals
- Assisting the Headmaster in developing and maintaining a positive school/community climate and a safe and healthy environment conducive for academic success
- Maintaining liaison with outside agencies, including, but not limited to, the Ohio Department of Education and the sponsor

Administrative

- Arranging for all required government documents to be timely filed to maintain the status of the school as a tax-exempt organization, to maintain up-to-date tax returns, and to maintain any other documents required by board of directors, the state of Ohio, and the federal government
- Working with the Licensed Fiscal Officer (LFO) to ensure that budgeting and financial reporting are completed in a timely and accurate manner
- Working with the LFO in developing the annual budget, financial statements, and other reports requested by the Headmaster
- Assisting the LFO with managing finances including the budget and record keeping processes, and inventory control of all organizational resources
- Working with the LFO in supporting the annual financial audit and all other audits and external organizational reviews
- Assuring that all terms of the contracts held by the organization are being met
- Determining staffing needs including selection, supervision, staff development and evaluation of all non-instructional organizational personnel
- Ensuring that the Headmaster is informed of the operations of the school and any problems which arise
- Maintaining records and necessary reports for efficient operation of organization and compliance with federal, state, and local requirements
- Arranging IT support for faculty and staff; support of campus networks, computers, video, security and other safety systems; and other campus technology

- Working with IT contractors to ensure campus technology is reliable and secure through management of enterprise backups, upgrades, maintenance, and monitoring
- Assisting the Headmaster with hiring, evaluation and termination of all non-instructional employees
- Overseeing the student transportation program, assisting with bussing from school districts
- Overseeing all food service and cafeteria activities
- Planning and managing for efficient use and maintenance of the organization's facilities, including custodial services and building security
- Reporting to the Headmaster on the health of the organization using statistical data and analysis
- Other appropriate duties as assigned by the Headmaster

Computer Skills

To perform this job successfully an individual must have knowledge of Google Workspace, accounting software, order processing software, spreadsheet software, and word processing software.

Qualifications

- Master's degree in Public Administration or Business Administration or related
- Minimum of five (5) years related professional experience
- Enthusiasm to assist Cincinnati Classical Academy in becoming a nationally regarded K-12 classical school and serving as a local leader in K-12 education.
- Effective interpersonal, oral, and written communication skills
- High level of attention to detail

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and retirement plan with employer contribution. Children will receive enrollment priority if a parent is full time employees at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to Mr. Michael Rose, Headmaster: mrose@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.