



Operations Director Job Description

Title: Operations Director

Reports to: KCS Principal/Administrator

Contracted Days: 220 Days (12 Month)

Operations Director Objective: The Operations Director will improve organizational processes, and work to improve quality, productivity and efficiency, ensuring excellence in all business areas of the school.

Evaluation of this position shall occur at least one time per school year.

Personal Qualifications

1. Testimony to an experience of salvation and a growing relationship with the Lord Jesus Christ
2. Good moral reputation, strong family relationships, and ability to relate to and to work well with others
3. Understanding and commitment to Christian education and a commitment with a sense of call from the Lord to work in this position at Kingsway
4. Willingness to support the Mission, Vision, Core Values, Statement of Faith, Lifestyle Statement, the Christian Philosophy of Education, and the Employee Handbook of Kingsway Christian School
5. Demonstrates an enthusiasm for life and learning with a good sense of humor
6. Possesses a high energy level, personal stamina, and a willingness to work hard independently and as a team member
7. Possesses sound organizational skills and practices
8. Uses acceptable English in written and oral communication; speaks with clear articulation and possess strong communication skills
9. Demonstrates the character qualities of courtesy, flexibility, integrity, gratitude, kindness, self control, perseverance, and punctuality
10. Meets everyday stress with emotional stability, objectivity, and optimism
12. Maintains a personal appearance of cleanliness, modesty and good taste in accordance with school policy
13. Submits respectfully and is loyal to constituted authority
14. Develops and maintains rapport with students, parents, and staff by treating others with respect, friendliness, dignity, consideration, and impartiality
15. Should demonstrate a commitment to continued professional growth

Operations Director Qualifications

1. A Bachelor's or advanced degree in education or business fields of study (i.e. finance, business management, educational administration, nonprofit management etc.)
2. Experience in planning, organizing and implementing school operations or business operations.
3. Ability and interest in managing, developing, motivating and mentoring staff teams
4. Workable understanding of database management software, budget processing and report writing
5. Openness to new ideas and their implementation
6. Highest integrity with handling confidential and sensitive information

General Responsibilities

Spiritual

1. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration
2. Attend staff devotions and chapel services as often as possible

Administrative

1. Cooperate with the Board of Trustees and the Principal/Administrator in implementing all policies, procedures, and directives governing the operation of the school (i.e. Employee Handbook, etc.)
2. Keep the Principal/Administrator adequately informed of progress or deficiencies and give sufficient notice of failure. (ie. submit reports to the Principal/Administrator ahead of regularly scheduled Board meetings on the status of the aspects of the school for which he/she is responsible.)
3. Attends Board meetings when requested by the Principal/Administrator
4. Fulfill other reasonable duties as assigned by the Principal/Administrator without expectation of additional compensation
5. Inform Administration if unable to fulfill any duty assigned
6. Identify system wide areas for improvement and work to contribute to and build a high functioning office environment

Financial Oversight and Responsibilities

1. Oversee financial aspects of the school
 - a. Ensure sound financial policies, procedures, and processes are maintained and followed
 - b. Establish a schedule for annual financial review/audits and oversee the review/audit process
 - c. Serve as primary contact and lead financial review/audit team
2. Oversee Bookkeeper
 - a. Assume responsible check signer for bank
 - b. Review payroll before submitting for approval
 - c. Review monthly statements/reports
 - d. Ensure the Bookkeeper is adequately trained and prepared for task duties.
3. Oversee self-funded budgets (athletics, cafeteria, preschool, etc.)
 - a. Quarterly oversight and direction analysis
 - b. Assist self funded leaders in creating and tracking budgets
4. Oversee Ed Choice billing
 - a. Input ODE attendance for EdChoice by the 10th of each month from September through June
5. Research and write grants available to Kingsway

School Operations Responsibilities

1. Maintain staff and operating files for the school and other material requested by the Administrator
2. Assist with creating and printing certificates and programs (music, drama, athletics, awards ceremonies, graduation)
3. Maintain yearly edits for all school manuals/handbooks (Administrative Manual, Family Manual, Employee Manual, Coaches Athletic Handbook, Family Athletic Handbook)
4. Human resources:
 - a. Ensure all staff paperwork is up to date (ie, licensure, background check, first aid, payroll information, other certificates, etc.)
 - b. Manage employee contracts and offer salary suggestions
 - c. Ensure compliance and best practices are followed for employee hiring and retention
 - d. Oversee hiring process from job posting through onboarding
5. Oversee marketing and advertising (including materials, products, message, and budget)

6. Oversee website and communications access (website, remind, facebook - public, facebook - parent page, facebook - athletics page)
7. Oversee school building projects with Maintenance Director, including inventory, facilities upkeep, building improvement planning, and budgeting
8. Oversee school transportation licensure and ensure that Kingsway owned vehicles, insurance, and drivers are adequately licensed

Note: No comp time for this position