

Montessori



Job Description & Specifications: Operations Manager

Department: Administration

Contract Type: Salary (Exempt) / 12 month

Description: With the MCH mission statement as the foundation of their work, the Operations Manager collaborates with all staff to play a key role in maintaining the smooth functioning of routine school operations. This individual is a creative thinker who is comfortable with a dynamic and changing work environment with a passion for education and a love for nature and animals.

Basic Qualifications:

- Bachelor's degree
- 2+ years logistics or project management experience
- 2+ years of professional or personal experience relevant to school or child-care
- Experience with Microsoft Office Software and comfortable learning new technology
- A compassionate, nurturing attitude
- Effective written and verbal communication skills
- Strong organizational skills
- Desire to work in a constantly changing and innovative environment
- Able to pass background check

Physical Requirements:

- Must be able to sit at a desk for long periods of time
- Must be able to use hands for repetitive tasks, such as writing and typing
- Must have the ability to navigate uneven outdoor terrain for limited periods of time in various mild to moderate weather conditions
- Must be able to lift to 50 pounds occasionally and 20 pounds frequently
- Must be able to pass TB Test
- Must be able to provide evidence of MMR and COVID-19 vaccine, immunity, or exemption

Responsibilities:

Manages logistical aspects of routine school operations.

- Ensure supplies for school wide community are ordered in a timely manner.
- Maintain inventory of school equipment and technology resources.
- Coordinate maintenance as needed for school equipment and technology resources.
- Support licensing director with maintaining operational requirements of our childcare license.
- Oversee emergency/first-aid preparedness and supplies management. Including coordination and documentation of school-wide emergency drills.
- Manage Operations budget.
- Participate in arrival/dismissal traffic control as needed.
- Manage operational aspects of summer camps.
- Support Montessori accreditation process.

Ensures appropriate staffing in classrooms and administrative support roles on a daily basis.

- Oversee school-wide staff and faculty scheduling and maintain staffing calendar.
- Process all staff time-off requests, in a timely manner using supervisor feedback as needed.
- Manage communication and coordination of last-minute absences.
- Maintain schedule of arrival / dismissal traffic control roles.

Supports healthy relationships and communications with families.

- Oversee administrative communication including ensuring timely responses to office@mchkids.com.
- Ensure an accurate school-wide calendar is maintained; updating and communicating as needed to all members of the school community.
- Attend MCH Parent Association meetings and support planning and organization of their events.

Support community and staff events.

- Coordinate with leadership team on operational aspects of all school events.
- Represent the administration, as appropriate, at MCH community events.
- Coordinate with leadership team on operational aspects of in-service events.

Support leadership in ensuring that individual and collective responsibilities are met.

- Participate in hiring and training of administrative staff.
- Support training of new leadership staff in administrative and operational processes.
- Uphold essential expectations and provide relevant, growth-oriented feedback to direct supervisors to support the accurate evaluation of other staff.

Other job duties as assigned.

Training and Certification Expectations:

- First Aid/CPR certification (within 30 days of hire)
- Positive Discipline Certified (within 12 months of hire)
- Attend training as need to stay current on best practices related to job responsibilities.

All employees of Montessori Children's House are expected to support our mission and vision and strive to represent our Characteristics of Professional Excellence.

MISSION

Nurture AND Nature; developing your child's individual passions and strengths.
Because today's child is tomorrow's future.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not included as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.