

Title: **Head of Operations**
Hours: School schedule/flexible
Salary: Based on experience
Reports to: Head of School



Position Summary

This position will work in tandem with the Head of School on all areas of responsibilities. Duties include support to and coordination of the Southshire Community School Board of Directors and its committees, and development of future initiatives. These positions are expected to attend Board of Directors meetings along with minimal evening and weekend commitments.

Responsibilities

Compliance

- In collaboration with the Head of Education, communicate with VT Agency of Education, Local Supervisory Union, affiliated school districts, and Vermont Independent School Association (VISA) on behalf of Southshire Community School.
- Review and ensure compliance with all state regulations and requirements.

Communication

- Notification of parent and family community through email.
 - Delays & cancellations due to weather.
 - Calendar Reminders.
 - Additional information as needed.
- Maintain SCS Information Bulletin Board
 - Review & update weekly with information; discard outdated information.
 - Create visual appeal and easy to understand organization of information.
- Yearbook
 - Create and distribute a yearbook for students and families.
- Newsletter
 - Craft a bi-weekly to monthly newsletter.
 - Set deadlines with staff for information.
 - Collect information from the parent and student community.
 - Send via email & make printed copies for the bulletin board.
- Directory
 - Maintain SCS parent & family list and directory.
- Technology
 - Maintain website with accurate information
 - Generate Social Media posts to build community among SCS families and to build awareness of SCS in the broader community.

Human Resources

- Employment Files
 - Create, review & maintain employee records and documentation.
 - Ensure all paperwork is accurate, up-to-date and in compliance with school and state policies.
- Recruitment & Hiring
 - Review staff job description and make revisions as needed.
 - Coordinate recruitment and search process for staff vacancies.
 - Interview candidates and conduct reference checks.
 - Generate a hire letter.
- Staff Performance Evaluations
 - Updated the performance evaluations as needed.
- Professional Development
 - Provide and coordinate professional development opportunities including workshops, books, articles, lectures for the staff as needed.
 - Provide support to staff members as needed.

Budget & Finance

- Co-Chair the Finance Committee
 - Review monthly finances.
 - Work in conjunction with the Head of School and Treasurer to assist with allocating and distributing financial aid.
- Bookkeeping
 - Prepare invoices for tuition payments; after school care and other school fees as requested.
 - Pay vendor bills in a timely manner.
 - Generate monthly reports in QuickBooks for review.

Buildings & Grounds

- Work with the Buildings & Grounds Committee and teachers to:
 - Create a building maintenance list.
 - Schedule & organize bi-annual workdays.
 - Resolve any urgent building maintenance issues.
 - Coordinate with parent volunteers as available to conduct minor repairs.
- Communicate with vendors to schedule the following:
 - Weekly cleaning of the school building
 - Propane and heating oil deliveries
 - Furnace cleaning and inspection.
 - Snow plowing and sanding

- Lawn mowing
- Floor sanding
- Tile cleaning
- Fire alarm inspection
- Fire sprinkler inspection
- Emergency exit light inspection & maintenance.
- Prepare invoices and bills to bookkeeper for payment
- Maintain inspection reports.

Fundraising

- Set an annual fundraising goal in consultation with the finance committee.
- Develop an annual fundraising calendar.
- Manage publicity and logistics of fundraising events.
- Communicate with families regarding fundraising events.
- Grant Writing
 - Seek grant funding opportunities that may benefit the school.
 - Complete grant application materials and documentation.
 - Manage all record keeping and reporting as required.

Public Relations/Social Media

- Develop and implement a comprehensive public relations plan for the school.
- Manage all inquiries from media; develop press releases, as needed.
- Update the webpage and facebook page throughout the year.

Student Recruitment & Enrollment

- Meet with prospective families.
- Host open houses.
- Assist with recruitment efforts.
- Review student applications.
- Make recommendations for acceptance/waitlist/denial.

Other

- Other duties as assigned

Competencies

- Demonstrated leadership ability and experience inspiring teams of all sorts to work together in pursuit of collective goals and institutional needs.
- An ability to balance multiple demands in ways that are well organized, clearly communicated, and inclusive of a wide range of perspectives within the school.

- An empathic capacity and demonstrated ability to listen while engaging colleagues in conversation about professional challenges and opportunities.
- A demonstrated ability to communicate clearly both in writing and public speaking to all school constituencies.

Education

All candidates must have earned a bachelor or higher in education or a related field. Administrative and leadership experience preferred.

Work Environment

Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

Physical Demands

Occasional lifting, bending and climbing stairs Frequent talking, listening, walking, sitting and standing Ability to perform multiple concurrent tasks and functions in a fast-paced working environment.