



Position Title: Operations Manager (Head of School)

Reports to: Chair – Board of Directors

Direct Reports: Custodian, Maintenance, Administrative Assistant, Development Assistant, Latchkey Coordinator

Provides work direction to: Custodian, Maintenance, Administrative Assistant, Development Assistant, Latchkey Coordinator

Receives work direction from: Chair – Board of Directors

This position is: Full Time, 12-month Position

FLSA: Exempt – Administrative

Date: March 4th, 2026

Purpose of Position: Responsible for the day to day operations of The Way of the Shepherd Catholic Montessori School including administrative, facilities, communications, enrollment, marketing and advancement. Serve as a collaborative member of the School Leadership Team to facilitate the mission of the school.

School Mission: Our mission is to cooperate with God's plan for the salvation of souls by educating children according to the Catholic Faith and the Montessori Philosophy and equipping them to be disciples of Jesus Christ.

GENERAL RESPONSIBILITIES * : Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. **This position requires that the employee be Catholic.**

1) REPRESENTATIVE RESPONSIBILITIES * :

- a) To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- b) To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork within the staff and community.
- c) Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- d) Maintain professional standards of confidentiality.

2) DUTIES * :

- a) **School Leadership Team:**
 - i) Serve as a collaborative member of the school leadership team with the Director of Pedagogy and the Financial Committee to ensure consistent approach, communication and strategy for the overall day-to-day operations, management of teachers and staff, communication with parents, students and the community and donor relationships to meet the mission of The Way of the Shepherd.
 - ii) Work collaboratively with the Director of Pedagogy to guide:
 - (1) Enrollment, retention and recruitment of students.
 - (2) Plan the school calendar.
 - (3) Support and promote marketing, fundraising and development efforts.

b) **Head of School:**

- i) Point of contact for the Archdiocese
- ii) Cooperate with the Head of Pedagogy to implement requirements and recommendations of the Archdiocese

c) **Administrative Duties * :**

i) **Operations.**

- (1) Oversee all aspects of day to day operations of the school, facilities, advancement; working in collaboration with the Director of Pedagogy.
- (2) Administer a record filing system allowing orderly and appropriate access to school information including confidential legal, personnel, insurance records, and general school files including minutes of all committees, licenses, equipment manuals, contracts, etc.
- (3) Coordinate school legal matters, including contracts and Catholic Mutual approvals.
- (4) Supervise school secretarial, clerical, maintenance staff, latchkey and all contracted services.
- (5) Oversee the purchase and maintenance of all machinery and equipment.
- (6) Oversee the ordering and maintenance of supplies necessary for management, office programs and buildings/grounds needs.
- (7) Review annually all school policies and procedures pertaining to personnel, finances, insurance, legal matters, volunteer management, calendaring of events, use of facilities, etc.; oversee the implementation of these policies.
- (8) Negotiate and review all maintenance agreements, contracts, and bids.
- (9) Monitor compliance in all areas including environmental, safety, and health regulations.
- (10) Attend staff meetings and school gatherings.
- (11) Volunteer Management: Work with all staff and committees to foster the recruitment, training, deployment and appreciation of volunteers. Oversee and implement volunteer guidelines and policies.
- (12) Implement all mandatory Federal, State and Church laws and policies that impact on moral and ethical personnel standards (e.g. staff and volunteer background checks, treatment of vulnerable adults and youth, child protection reporting requirements, sexual harassment/misconduct, insurance liabilities, etc.). Ensure compliance with these laws and policies in all programs.
- (13) Serve as the Safe Environment Coordinator ensuring that all employees and volunteers meet E3 qualifications.
- (14) Coordinate interactivities with the local school district.
- (15) Board of Directors (Ex-Officio):
 - (a) Work collaboratively with the Chair of the Board of Directors to meet the goals established by the Board.
 - (b) Attend monthly board meetings and inform the group on the progress to goals.

ii) **Communications and Technology.**

- (1) Facilitate effective communication between staff, volunteers, parents, board, local community, and relevant professional organizations. Help create a productive environment where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate.
- (2) Oversee and facilitate a proactive communication strategy for the school. Oversee matters relating to the publication of the School weekly Bulletin and other publications. Post calendars. Inform staff and families regarding school policies and events. Publish press releases, the annual report and other key communications.

- (3) Maintain and foster school involvement in the broader Catholic and Ecumenical communities.
- (4) Serve as the school liaison with the media, security and public safety officers.
- (5) Oversee IT support including service and repair of computers, network, email, etc.
- (6) Oversee data management and educational technology.

iii) **Facilities.**

- (1) Assume primary responsibility for proper management, upkeep and repair of all buildings, grounds and material assets of the school. Work collaboratively with maintenance staff and volunteers to complete these tasks.
 - (a) Manage the maintenance and custodial staff, ensuring that school buildings are clean and neat.
 - (b) Ensure compliance with safety, security and environmental regulations and practices.
 - (c) Establish a schedule to review all maintenance agreements or contracts. Negotiate and let for bids when appropriate. Monitor to ensure compliance with all applicable rules and regulations.
 - (d) Establish and monitor preventive maintenance programs for all buildings and major equipment.
 - (e) Develop and implement a buildings and grounds security and emergency plan for the school and rectory. Manage a key system. Serve as contact for the alarm company.
 - (f) Represent the school in matters relating to local civil concerns including codes, variances, regulations, assessments, etc.
 - (g) Ensure efficient use of school property and responsible for school security. Propose and facilitate implementation of ideas to provide attractive and useful school spaces.
 - (h) Coordinate school liability and property insurance and worker's compensation insurance with the Archdiocese general insurance program. Plan and maintain an inventory of all facilities and assets for insurance purposes.
 - (i) Develop a long-range capital improvement planning process and projects. Oversee major repairs, renovations, and capital projects in accordance with Archdiocese policies and building codes.

iv) **Financial.**

- (1) Serve as the onsite resource to support the Financial Committee and provide checks/balances for all financial aspects of the school.
 - (a) Collect invoices, obtain necessary approvals, code and submit for payments. Maintain a filing system for payables.
 - (b) Collect revenue, code appropriately and deposit monies. Submit for recording.
 - (c) Oversee the tuition management system, ensuring timely and accurate collection of all tuition and fees from all parents. Issue tuition agreements to families. Report delinquencies to the Leadership Team.
 - (d) Oversee the financial aid process in collaboration with the Leadership team.
 - (e) Provide information to donors about stock gifts and propose best procedures for those gifts.
 - (f) Work with the school leadership team to develop and monitor the annual budget.

v) **Marketing, Enrollment and Advancement.**

- (1) Oversee the annual school stewardship and development programs. This includes:
 - (a) Marketing.

- (i) Oversee a comprehensive marketing plan for the school.
- (ii) Ensure web and marketing materials are current and strategically aligned.
- (b) Enrollment.
 - (i) Create an enrollment plan and lead recruitment efforts.
- (c) Fundraising.
 - (i) Oversee all school fund-raising, capital campaigns, endowment funds, grant writing and planned giving programs.
 - (ii) Oversee any gambling events to ensure compliance with all gambling regulations.
 - (iii) Oversee all aspects of the Gala, working collaboratively with the committee.
 - (iv) Oversee all aspects of the Golf Tournament, working collaboratively with the committee.
- (d) Direct volunteer activities in alignment with school priorities.
- (e) Apply for grants that advance the school's mission. Track grant income and expenses to ensure proper utilization of funds.
- (f) Lead outreach for donor development. Facilitate annual fund and give to the max day.

THE RESPONSIBILITIES LISTED ABOVE PRECEDED BY “ * ” ARE ESSENTIAL FUNCTIONS OF THIS POSITION.

I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the school change.

Incumbent's signature _____ Date: _____

I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed by the incumbent.

Supervisor's signature _____ Date: _____

Title: Operations Manager

Date:

Qualifications

1. Adhere to the mission of The Way of the Shepherd Catholic Montessori School.
2. Roman Catholic actively living the life of the Church in relationship with Jesus Christ.
3. Bachelor's Degree and 5+ years' experience in business management. Working knowledge of nonprofit organizations is appreciated.
4. Excellent customer service and interpersonal skills.
5. Excellent leadership with strong oral and written communication skills.
6. Proven analytical, organizational, supervisory, and general management skills.
7. Demonstrated ability to manage and deliver administrative services in a timely manner.
8. Experience with Google Workspace for internal document creation and management; Experience with Microsoft Office Products.

9. Be able to maintain a positive working relationship with other staff, respecting and supporting colleagues and using proper procedures for grievances.
10. Be able to maintain strong relationships with parents; characterized by mutual respect, good will, and with the understanding that parents are the primary educators of their children.
11. Maintain professionalism in speech, dress, action, and confidentiality.
12. Ability to satisfactorily pass a criminal background check and E3 requirements.
13. Experience facilitating collaborative decision-making.
14. Demonstrate excellent spoken, written, and interpersonal communication skills.
15. Demonstrate a management style that encourages respect, collaboration, and open communication with parents, staff, donors, volunteers, and board members.
16. Utilize prioritization and delegation to balance school priorities and required tasks.

Mental Demands

1. Dependable and punctual
2. Demonstrated ability to work well with others
3. Confidentiality, integrity, and honesty
4. Strong communication skills
5. Ability to follow all guidelines of the Personnel Policy Handbook
6. Ability to be pleasant and service-oriented even when exposed to negative influences
7. Keeping supervisor and others informed
8. Maintaining a positive and helpful attitude at all times, even during difficult times

Physical Demands

1. Work 40 or more hours per week
2. Maintain a sitting or standing position for long periods of time
3. Lift and move using proper techniques up to 30 pounds