

St. Marcus Ministries

Position	Campus Operations Manager, Harambee Campus
Job Type	Full-Time/Twelve Month/Salaried Position
Position Objective	The Campus Operations Manager' ("COM") strives to live and breathe St. Marcus' core values and mission guarantees a school-wide proactive culture surrounding campus security, dynamic parent/student interactions, campus security, and deliveries, materials, & supplies. A successful candidate will exemplify Christian humility, be people-oriented, task-driven, project-oriented, and able to meet the physical demands of the position. This individual needs to demonstrate an ability to work independently and meet deadlines. As a representative of St. Marcus Lutheran School, it is imperative that the individual conducts themselves in a highly professional manner. The COM also exists to support administration and work collaboratively with the Facilities Director (FD) attending scheduled meetings to ensure cross-campus cohesiveness.
Qualifications	Personal alignment with core values; St. Marcus church membership preferred Possesses a humble spirit, growth mindset, unrelenting I AM THIRD mentality High school diploma Maintenance & repair skills preferred Tolerant of cold weather and capable of lifting and moving heavy objects
Compensation	Full-Time, \$26,000.00 - \$30,000.00 annually with health insurance
Reports to	Harambee Campus Principal
Direct Reports	Non-supervisory
Application Process	Interested applicants should have a conversation with their current director and then submit a letter of interest and resume to sandy.obrien@stmarcus.org Thank you!

Core Values
Christ First
Sacrificial Love
Biblical Discipleship
Radical Expectations

Mission Statement
To disciple children for Christ now
and for all eternity and to train them in
excellence for their roles in their
family, church, community, workplace, and country.

RESPONSIBILITIES & DUTIES TO ACHIEVE POSITION OBJECTIVE

- I. SECURITY
 - A. Oversee campus security.
 - B. Lead and organize student entry and dismissal car lines, greeting parents and students, and optimizing the joy factor.
 - C. Support and assist the principal with emergency management drills.
 - D. Assist Office Manager with all deliveries.
 - E. Oversee morning care and supervision of students.

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II. MAINTENANCE

- A. Oversee all building maintenance including cleaning crew, elevator repair, kitchen issues, garbage removal, shoveling, landscape, etc.
- B. Work with the Director of Facilities to ensure timely maintenance and repair of campus equipment or issues.
- C. Complete minor maintenance and repairs as necessary.
- D. Undertake custodial responsibilities when a custodian is unavailable.
- E. Assemble and move furniture as needed.
- F. Assist with cafeteria clean-up and moving tables as needed for breakfast and lunch.
- G. Meet regularly with MCDF regarding building maintenance oversight, including but not limited to cleaning, garbage removal, etc...; bring positive solutions and ideas.

III. COMMUNICATION AND COLLABORATION DUTIES

- A. Build strong relationships with all Harambee Team Members, families, and students.
- B. Intercede in dynamic family and student interactions.
- C. Mentor students and build strong relationships with parents.
- D. Take initiative and assist with student behavioral situations.

IV. OFFICE MANAGER SUPPORT AS NEEDED

- A. Keep the building secure but welcoming by greeting and letting in visitors, but only after appropriately screening, via the remote doorbell system.
- B. Assist Office Manager by signing for packages and deliveries and notify the recipient of delivery as soon as possible.
- C. Coach student(s) how to act in a professional setting; build respectful relationships with each child.
- D. Create a welcoming and professional environment by leading by example for staff and students alike:
 - 1. Promote positive interactions, healthy necessary conversations, and refrain from negative talk or gossip.
 - 2. Take leadership initiative to manage student behavior in the office: require students to speak to you respectfully and in turn speak respectfully to students; require written detailed passes, etc.
- E. Assist students and parents with tie and uniform needs: keep a well-stocked supply of ties, shirts, etc...
- F. Help Office Manager with tardy slips, etc... as needed.
- G. If needed, assist with medication and First Aid support provided daily for students; remain up to date on first aid, CPR, Diabetic Support, CPI (Crisis Prevention Intervention), and Mandatory Reporter training.
- H. Coordinate and collaborate with other school team members and provide proactive support.

V. ASSIST PRINCIPAL

- A. Take on duties that support the Principal's proactive approach to their own position objectives.
- B. Assist in preparation and setup for Professional Development, Home Visits, Quarterly activities such as Report Card Distribution, Awards Ceremonies support, Parent Teacher Conferences, etc.), Back to School Orientation, End-of-Year, and Back-to-School Staff Meetings, Makeup Parent Meetings, etc.
- C. Help facilitate and manage breakfast and lunch program implementation.
- D. Other tasks as requested.

VI. PROACTIVE, ESSENTIAL AND HELPFUL COMMUNICATIONS

- A. Provide information you know of, but always go above and beyond to find the correct contact person or information when you do not have an immediate answer; follow up to ensure the inquirer received answers.
- B. Stay on top of all team emails.
- C. Support the principal, director, and dean of students in all matters.

VII. SUMMER DUTIES

- A. Preparation for the new school year and building maintenance, including but not limited to building repairs and furniture moving & assembly, etc...
- B. Assist with set-up, organization, open-gym tables, tie-sales, shirt-sales, as needed.

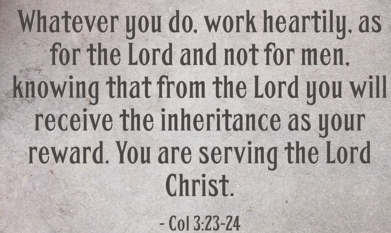
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VIII. MEET EXPECTATIONS OF ST. MARCUS STAFF AND ADMINISTRATIVE TASKS

- Exemplifies mission mindedness and prioritizes ministry involvement
- Demonstrates responsibility and professionalism towards job responsibilities
- Establishes, maintains, and publishes a daily schedule
- Be available by phone to staff members (and St. Marcus families when necessary) after school hours and on weekends
- Contribute to the school culture by supporting outreach activities (ie. quarterly awards ceremony)
- Uphold code of conduct and school policies

IX. OTHER TASKS TO ACHIEVE POSITION OBJECTIVE & SUPPORT THE ST MARCUS MISSION

- Keeping in mind the Position Objective, serve in as many areas as you are able and there will be other items asked of you, not listed on this description. Your servant heart will serve as an example of the goal of St. Marcus Ministries!
- Keeping up with new duties/deadlines: willing to take work home on some evenings and weekends as necessary, to meet weekly deadlines.



Whatever you do, work heartily, as
for the Lord and not for men,
knowing that from the Lord you will
receive the inheritance as your
reward. You are serving the Lord
Christ.
- Col 3:23-24