



## St. Marcus Director of School Operations, Main Campus

2020-2021 Job Description

<b>JOB TYPE</b>	Full-Time/Year Round/Salaried
<b>TEAM(S)</b>	School Administration, Support Staff, Front Office
<b>REPORTS TO</b>	Main Campus Principal
<b>SUPERVISES</b>	<ul style="list-style-type: none"><li>● Main Campus Front Office Managers (2 full-time)</li><li>● Main Campus Front Desk Assistants (2 part-time)</li></ul>
<b>POSITION OBJECTIVE</b>	The Director of School Operations' ("DSO") goal is to maintain a school-wide proactive culture surrounding internal communications, collaboration, logistics and operations. The DSO further spends time researching, developing and sharing organizational, planning and communication tools and templates to aid school administrators and coworkers. Finally, the DSO provides direct assistance to the Principal as requested.

### RESPONSIBILITIES TO ACHIEVE POSITION OBJECTIVE:

#### I. Communications & Collaboration Duties

- A. Regularly look for internal email communication issues; generate conversations and present solutions or opportunities to make emails communication more efficient, such as creation of email groups (i.e. Main Campus, TNC, Employee Updates, Lead Teachers, etc).
- B. Collaborate with Communications team to post updated documents to the Parent Room on website, parent Facebook pages, etc., i.e. Calendars, Home Visit Packets, Events, Job Opportunities, etc.
- C. Coordinate and lead the Support Staff Team meetings and encourage timely reporting of applicable information discussed during the meetings to respective departments across the organization.
- D. Post, hire, manage and work closely with the Main Campus Front Office Team to ensure a professional, organized, welcoming environment; meet regularly one-on-one and as a team as needed to set goals, establish policies and procedures and plan events, activities and communication.
- E. Solicit parent and school volunteers to assist with major events or clerical volunteer opportunities.
- F. Liaise between school and technology provider, Rescue Dog Technology, on setup and maintenance of effective email groups and major technology discussions and needs.
- G. Look to provide ideas, feedback or volunteer actual hours to support departments whenever possible as it relates to projects, planning and communication.
- H. Assemble resources to share basic logistics and operations information with all new and current staff as it relates to internal procedures and information, such as emails, phones, copiers, technology, who does what, mandatory and optional training, document locations, calendars, communication FYI's, etc.

#### II. Logistics & Operations

- A. Create and update Faculty and Staff Roster; share internally and externally to partner organizations.
- B. Prepare weekly announcements for whole staff meetings Monday and Friday by searching departmental and school-wide communications, such as Athletics website, eConnect, School Newsletter "Messenger", team weekly updates, Church Chronicles, Birthdays, School Calendar, Singing Calendar, Assessment and Professional Development Calendars, etc.



- C. Work with Directors and Principals to update and assemble schoolwide documents and calendars such as Student Parent Handbook, Emergency Management Plans, Staff Availability calendar, Main & North Campus Events calendars, Academic Year Calendar, etc.
  - D. Schedule and coordinate school emergency management drills, solicit feedback, and make necessary updates to our Emergency Management Plan.
  - E. Lead or provide assistance on major school wide event planning and communication along with the Support Staff Team, School Admin Team, and Front Office Team for events such as the Back-to-School Parent Meetings, Home Visit Packets, 9/11 Ceremony & Walk, Poetry Events, Thanksgiving Lunch, Staff Christmas / New Year's Party, Enrollment, Staff Appreciation Week, New Staff Parents, Departing Staff Recognition, End-of-Year Staff Event, etc.
  - F. Assist and encourage the debriefing of all major school and staff events, projects and activities to troubleshoot, brainstorm, and strategize for the next occurrence.
  - G. Work with leaders and business office departments to develop better onboarding for New Employees.
  - H. Assist in leadership and cross departmental strategy sessions to gather agendas, take minutes and generate and communicate subsequent action steps.
- III. Methods & Tools: Research, Development & Sharing
- A. Pay attention to internal processes, looking for ways to create clearly written procedures.
  - B. Work with the Principal to produce the Gallup and Core Value staff feedback survey via google docs twice each year; analyze results, prepare a summary, and share with appropriate leaders for action steps.
  - C. Research and produce documents, spreadsheet databases and templates for school administration or other coworker's needs, such as standard parent letters, flyers, calendars, surveys, task management lists, etc.
  - D. Develop, coordinate, and update internal staff communication tools and methods to share information, such as google calendars, generating announcements, etc.
  - E. Continually learn and teach technology such as google calendars, gmail, drive, apps, skyward, etc.
  - F. Annually analyze handbooks, checklists, guides, procedures and directories for design, efficiency and accuracy. Solicit teams for updates and handle final copy editing, printer quotes, ordering and distribution.
- IV. Assist Principal
- A. Take on duties that support the Principal's proactive approach to her own position objective.
  - B. Assist in logistics, preparation and setup for School Admin Retreats, 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. Provide clerical support for Correspondence: Emails, Major Incidents letters for parents and/or students, Incident Reports, Summer Mailing Packets for students and/or staff, etc.
  - D. Other duty examples: Expense Tracking, Scheduling (groups or individual), Travel arrangements, and other tasks as requested.
- V. Other Duties as Needed to support the Mission, Vision and Core Values of St. Marcus.