



**SHEBOYGAN
CHRISTIAN
SCHOOL**

Position Description

SCS Mission: In partnership with the Christian community, Sheboygan Christian School uses a biblical perspective to integrate academic excellence with Christ-centered learning, preparing students' hearts and minds for service in God's world.

Position Title	Director of Operations and Student Safety
Department	Administration Group
Contract	Salaried – Part Time/Exempt (.5)
Employment Agreement	The Director of Operations shall serve at the pleasure of the Board of Trustees, and be appointed for one-year terms, commencing August 1 through July 31. The Board shall decide salary and other conditions of employment annually. It is understood and agreed that the Director of Operations shall be employed on an at-will basis.
Reports to	Head of School
Overall Responsibility	The Director of Operations shall generally be responsible for the oversight and management of the non-educational personnel and matters of Sheboygan Christian School Association as stipulated below in accordance with the Constitution, By-laws, and policies of SCS. In addition, the Director of Operations and Student Safety shall provide the Board of Trustees with such other services as may fall within the jurisdiction of the office of the Director of Operations and Student Safety.
Key Tasks & Responsibilities	<p>Transportation Office – See to it that the functions of the Transportation Office are carried out and that the office is adequately staffed at all times.</p> <p>Custodial Services – Direct responsibility for the management, assignment and performance of the SCS custodial staff.</p> <p>Campus Maintenance – Coordinate and be responsible for the assignment of personnel (paid staff or volunteers) in connection with the regular maintenance of the Association-owned/rented facilities.</p> <p>Campus Security – In coordination with the building administrators, the Director of Operations shall be responsible for life safety and security of students, faculty, staff and visitors on school premises as well as the physical security of school facilities.</p> <p>Food Service - Direct responsibility for the management, assignment and performance of the SCS food service staff.</p> <p>For the Departments Listed Above</p> <ul style="list-style-type: none"> ● Interview and hire all non-educational personnel; striving for cultural diversity. ● Dismissal of non-educational personnel with the approval of the Head of School ● Complete performance evaluations for all non-educational personnel annually. <p>Coordinate and control use/rental of all school facilities.</p>

	<p>Coordinate the purchasing of all goods and services for the Association Ascertain the best buying opportunities</p> <p>Confirm adherence to Sheboygan Christian's purchasing policies. Responsibility for the use, maintenance and storage of all SCS-owned equipment and vehicles.</p> <p>Assist Board Committees in obtaining bids, quotes, reports, etc. necessary to perform their duties with the best possible data.</p> <p>Maintain a status report on the assets of the Association to include real estate, buildings, furniture, fixtures, etc. and report any items requiring attention or discussion.</p> <p>Review and report on all governmental issues such as taxes, asbestos removal, underground tanks, etc. and compliance with federal, state and local regulations pertaining to the above.</p> <p>Assist the Business Manager in the accumulation and dissemination of various data and records pertinent to the preparation of the annual Association budget.</p> <p>Interface with public officials including local police, fire and EMS in respect to all issues relating to life safety and campus security.</p>
Skills and Attributes	<p>Good communication skills with people from many different backgrounds.</p> <p>The ability to treat all people with dignity and respect.</p> <p>Discretion and ability to maintain confidentiality of all information.</p>
Qualifications Experience Requirements	<p>Professionally</p> <ul style="list-style-type: none"> ● Maintains confidentiality when appropriate ● Participates in continuous learning ● Collaborates within team setting <p>Spiritually</p> <ul style="list-style-type: none"> ● Acceptance of SCS's Statement of Faith ● A strong, clear, Christian testimony ● A mature, godly spirit <p>Personally</p> <ul style="list-style-type: none"> ● A lifestyle of Biblical integrity ● A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others ● The ability to listen and respond to counsel ● A strong philosophical commitment to Christian education and the mission of Sheboygan Christian School. ● The Director of Operations and Student Safety shall subscribe to the Reformed doctrines as outlined and professed in the Heidelberg Catechism, Canons of Dort and the Belgic Confession and have a strong philosophical commitment to Christian education and the mission of Sheboygan Christian School.
Essential Functions	<ul style="list-style-type: none"> ● The person in this position regularly communicates with vendors and potential vendors and is the primary representative of the maintenance department for SCS. Must be able to give and obtain accurate information in these situations. ● The person in this position regularly communicates with employees, potential employees and outside law enforcement officers. Must be able to give and obtain accurate information in these situations

Nothing in this job description restricts administration's right to assign or reassign duties and responsibilities to this position at any time.

July 13, 2021