



Prestonwood Christian Academy

Job Description

Position: **Associate Director of Operations**
 Classification: **Salaried, Exempt**

Reports to: Assistant to Head of School -
 Operations

Mission: To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs.
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Job Summary:

Under the direction of the Assistant Head of School - Operations, and working with the Sr. Director of Operations, will coordinate all capital projects and various student service functions; coordinates all safety issues and training for all locations, coordinates facility rentals and contractual obligations; helps develop budgets for capital outlay projects and other assignments as directed by the Head of School.

Duties and Responsibilities:

- Serves as the school project manager for capital projects, including participating in construction meetings and oversight, creating forecasts and budgets, and coordinating construction with school calendars
- Oversees legal contract review process
- Responsible for overall rental and leasing programs for buildings, grounds, and equipment
- Collaborate in process of establishing capital budgets for future facilities and master plan components on all the PCA campuses
- Serve as liaison for the school's dining services vendor
- Serve as a resource for the school's property and liability insurance oversight
- Coordinate Emergency Drills, fire/disaster safety alarms and equipment, as well as evacuation routes and protocol
- Assist with and contribute to ongoing master planning process for facilities, buildings and grounds
- Maintain good working relationships with and between contractors, vendors, architects, staff, and parents
- Other duties to assist in the function of the school, as assigned

Qualifications:

- College diploma required
- Previous experience in a school or church setting or institution of higher education is preferred
- Ability to prioritize multiple tasks
- Ability to exercise sound judgment and work independently
- Ability to follow oral and written directions and specific rules, regulations and processes and apply them to a variety of situations

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee may occasionally lift and/or move items up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud.

Position Type/Expected Hours of Work:

This is a full-time, salaried, exempt managerial position with full time level of benefits including paid employee insurance, tuition discount and retirement plans. Hours of work and days are generally Monday through Friday. Some weekends or evening hours necessary as required for project oversight, and in emergency situations.

Travel

Travel between campus locations required in personal vehicle.