



Mountain Song Community School Position Description

Director of Operations

Mission: Mountain Song Community School, as a member of the Alliance for Public Waldorf Education, is a public charter school that utilizes developmentally appropriate holistic education to nurture the body, mind, and heart of each student.

Reports To: Executive Director

Job Status: Regular Full-time, Exempt
(Salary \$45,000- \$60,000 per year based on experience and credentials)

Position Summary

The Director of Operations is responsible for the operational aspects of the school, reports to the Executive Director, and works in collaboration with the Executive Leadership Team (Executive Director, Director of Operations, and Director of School Performance) to carry out these responsibilities in a manner consistent with the school's mission and vision. The Director of Operations shares the vision of working as a servant leader, creating an environment of stability in a rhythmic, balanced, and healthful way so that the school is fully able to fulfill its mission and each member of the team is able to contribute fully to the vision. The Director of Operations has primary responsibility for leading financial planning, financial and personnel record keeping, budget management, human resources, procurement, and general support operations to include front office management, facilities maintenance, information technology, health office, and safety and security.

Schedule:

- Monday to Friday, with occasional evenings and Saturdays during school events

Minimum Qualifications:

- 3-5 years proven success in managing operations, business office, and/or human resources
- Proven ability to work effectively as part of a team
- Proven ability to work effectively in a supervisory capacity

Preferred Qualifications:

- Master's degree
- 3-5 years executive leadership experience



Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Professional development assistance

Physical Demands and Work Environment: The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear, is frequently required to stand, walk, sit, use hands and fingers, and is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. Close vision is required for detailed work. Working with youth may require exposure to bacterial or viral contamination.