



## DIRECTOR OF OPERATIONS POSITION SUMMARY

Lakeside School Kelowna is seeking a temporary for the Director of Operations with a strong operations background that shares our values and will lead the day-to-day administration and operational management of the school.

The Director of Operations is the first point of contact at the school for families and prospective families. The Director of Operations collaborates with the Principal to run the day-to-day operations of the school and works to create and build relationships with various groups who share responsibility for the school, including the Faculty, the Board of Trustees (BoT) and committees, Parents' Council, and the community. The Director of Operations works under the authority of the Principal and BoT.

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The Director of Operations' roles include:

- Supports the Director of Education/Principal in advancing the educational program, operation, and building an active school community.
- Develops, adjusts, and implements policies and procedures of the school.
- Operating and maintaining the budget, payroll, and day to day finances.
- Oversees the operation of Early Childhood Education programs
- Assisting and volunteering with school fundraising events and community building activities
- and festivals
- Excellent interpersonal, conflict resolution, and problem-solving skills



## **POSITION RESPONSIBILITIES**

### **Administration**

- Prepare and maintain student records and attendances forms
- Manage office filing systems and student records
- Liaise with Interior Health and the Ministry of Education, AWSNA and WECAN as needed
- Supervise, schedule and manage maintenance issues within the school premises
- Handle emergencies within the school when they arise, i.e. plumbing problems, electrical
- Outages and student medical and illnesses.
- Assist in the hiring process such as posting job, reviewing resumes, and setting up interviews
- Prepare all employee contracts and new hire files and assist with performance reviews
- where relevant
- Prepare property rental, janitorial/maintenance, and snow removal contracts
- Work with Faculty to organize all supplies and materials
- Work with Faculty to book field trips and ensure parents receive the permission forms
- Attend faculty meetings, parent council meetings, and board meetings
- Ensure funding, permits and insurance coverage is up-to-date
- Discuss with the Board of Trustees any challenges, issues, or concerns promptly
- Ensure all relevant correspondence is forwarded to the Board Trustees on time
- Liaise with other Kelowna and BC Independent Schools, other Waldorf School in BC, Canada, and North America



## **Registration**

- Manage registrations for new and returning families to preschool and primary grades program
- Respond to school registration inquiries in a professional and prompt manner
- Be well versed in the philosophy, curriculum, and approach taken by the Faculty as a means of providing this information to prospective families and directing questions to existing families.
- Receive all phone calls and email inquiries regarding registration and waiting lists
- Organize all applications, registration, cheques and financials for review with the school bookkeeper

## **Financials**

- Manage card and petty cash and ensure expenses are in line with the annual school budget
- Manage and track monthly tuition payments for all students
- Preparation of invoices, including financial subsidies, and the childcare operating fund
- Receive and process account payable invoices and pay invoices on time
- Completing bi-weekly bank deposits
- Reconcile bank transactions
- Notifying family of Non-Sufficient Funds (NSF) payments and ensuring replacement funds
- plus admin fee is received; escalate non-payment to Board of Trustees as necessary
- Prepare timesheets to send to accountant and complete payroll cheques
- Track sick and flex time for all staff
- Update the budget and provide the Treasurer with monthly reports
- Prepare financial summary for Board Meetings
- Liaise with the Accountant and Treasurer on all financial matters
- Manage the Ministry of Educations “Statement of Per Student Operating Costs” (SOPSOC) calculations as it relates to the expenditures of the school in collaboration with accountant and BoT.



## Communication

- Work with the Faculty to review, develop and distribute information to families, including:
  - Parent Guides and Introduction Letters
  - Newsletters
  - Special field trip planning and notices
  - Special project planning and notices
  - Weekly emails
  - Any additional special communications as deemed necessary (e.g.health notifications)

### Requirements:

- 2-3 years of relevant experience
- Completion of a post-secondary diploma in Business Administration would be an asset
- Strong organizational and time management skills
- Experience in volunteer coordination and event planning
- Experience in, or knowledge of, Waldorf principles would be an asset
- Administrative and operational leadership experience in a medium-sized organization
- Experience with school/education administration
- Early Childhood Education Certificate

**START DATE:** April 2020

Temporary – Maternity Leave replacement until approximately January 2021, with the possibility of extension

**EMPLOYMENT TYPE:** Full-time (40 hours), Temporary

Lakeside School Kelowna is committed to employment equity and welcomes diversity in the workplace.

We encourage applications from all qualified candidates; however, Canadian citizens and permanent residents will be given priority.