

**St. Brigid and Gate of
Heaven Parish- Boston
South Boston Catholic
Academy**

Director of School Operations

TITLE: Director of School Operations

DATE: December 6, 2017

REPORTS TO: Principal

JOB PURPOSE: The Director of School Operations works as part of the Senior Team to assist the Principal in his/her duty to ensure that the school meets its educational, marketing and admissions goals. The Director promotes SBCA's Catholic identity and mission including the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources. The Director is responsible for overseeing all aspects of enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leadership
 - Assisting the school principal
 - Member of the SBCA School Board
- Management
 - Manage office and maintenance staff
 - Manage relationships with school vendors
 - Manage school communication including social media
- Business & Operations
 - Compose school communication in order to provide concise, consistent messaging to families and the broader community
 - Maintain school databases
 - Update website
 - Manage school procurement for services
 - Oversee maintenance operations of school
 - Perform other duties designated by the school principal
- Admissions
 - Schedule and lead prospective family tours, host bi-annual open houses
 - Manage enrollment
 - Work closely with the Tuition Coordinator to facilitate admissions

QUALIFICATIONS:

- Qualifications:
- Business and marketing experience. Proven track record.
 - Self-starter
 - Project management
 - Ability to manage and prioritize multiple projects
 - People management
 - Strong written and verbal communication skills
 - Strong technology skills (MS Office, Google Apps)

- Ideal candidate has a history of being both innovative and strategic, motivational, discreet and amicable as well as thorough and effective

PHYSICAL PERFORMANCE ELEMENTS:

- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.
- Ability to lift up to 20 pounds.

Please send resumes to: keoghmartinpeter@gmail.com

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.