



v03-2023

MISSION

San Diego French-American School offers an exceptional bilingual education within a vibrant international community, preparing students to become confident, responsible and engaged global citizens.

VISION

Our vision is to be a leading exemplar of bilingual and international education in San Diego.

We aspire to send out into the world multilingual, academically and socially well prepared global citizens who are confident in their identities, guided by strong core values and who live purposeful, engaged, and impactful lives.

CORE VALUES

Open-mindedness. Intellectual Curiosity. Integrity. Empathy. Resilience.

DIRECTOR OF CAMPUS OPERATIONS

SDFAS, a thriving Nursery School to Grade 8 program located in La Jolla is seeking a motivated, dependable, and experienced **Director of Campus Operations** to work under the direction of the Head of School and in support of our community.

- The **Director of Campus Operations** will provide leadership and vision combined with creative and effective solutions for meeting the operational needs of the School in ways that are innovative and align with industry norms and best practices.

- The **Director of Campus Operations** will work in close collaboration with the Head of School, senior leadership team and support staff, faculty and specialists, facilities, maintenance, janitorial, transportation, security, food services and any other operations-related or campus-related third party vendors or personnel.

POSITION TYPE & HOURS

- Senior Leadership Team (exempt, year-round)
- Reports to the Head of School

SUMMARY OF RESPONSIBILITIES

The overarching function of the Director of Campus Operations is to strategically plan, staff and effectively lead and ensure the integration and coordination—for efficiency and high performance outcomes—of the following functions and services

- Facilities & Maintenance. Daily operational facilities oversight and campus maintenance year round.
- Events support. Logistics and execution for set up, take down and other logistical support planning or needs.
- Janitorial. Janitorial services and maintenance team deployment for cleaning and disinfecting Campus aesthetics. Design of spaces (interior/exterior) and organization of traffic flows and school function areas, landscaping and signage
- Deferred maintenance. Deferred (and future) maintenance, facilities and campus projections and their budget impacts (including reviews of PPPRSM budgeting levels year-over-year)
- Campus planning. Innovative, mission-driven campus planning and development vision and execution in alignment with the school's strategic plan objectives. Oversee master campus planning processes and outside campus planning and space design consultants (architects, contractors, vendors, SDUSD real estate office, etc.)
- Transportation program. Oversee the smooth functioning of the school's existing student transportation programs for drop off and pick up as well as for field trips and overnight class trips. Innovate new visions as appropriate for the future of our School's transportation program (new school bus route(s), new approaches or options, staff, owning buses vs. using third party services, etc.).
- Safety and security. Ensure and oversee industry safe and appropriate security best practices, with input from the Head of School and the School's internal Safety & Security Committee, as concerns campus safety features and design, security personnel, traffic flow design and management, fire code compliance, department of social services compliance, alarm systems and public campus announcement systems, classroom safety and security equipment (fire extinguishers, air filtering and circulation devices, etc.), audit and review of emergency and crisis response plans, staff training and calendar of practice drills and exercises.
- Office management. Oversees, directs and provides training and support to the front office manager/receptionist.
- Health center. Ensures logistical support and supplies/equipment needed by the health center/school's nurse's office.

- Information technology and systems. Directly oversees IT Department systems consultants, third party vendors and/or internal hires. NOTE: STEAM Coordinator is an academic function and reports to the Dean of Academics and Student Engagement.

Operations and Project Management

- Assures proper use and care of all School facilities, operation equipment, and transportation vehicles for efficiency and safety
- Plan, organize, execute, and manage operation and construction projects of varying size
- Direct all aspects of facilities planning and development, facilities use, maintenance, operations, construction, modernization, and cleaning of facilities
- Oversee the transportation and food service operations (registrations are still made through the enrichment department)
- Direct, plan, and organize a variety of projects related to the design and construction of new School facilities, the modernization of existing School facilities, and the maintenance, cleaning, and repair of School buildings, grounds, and associated equipment
- Administer contracts and serve as liaison with architects, contractors, State and local agencies,

School personnel and the community on matters related to construction;

- Develop contracts for the construction, repair, renovation, modernization, and maintenance of School facilities and professional services; administer contracts and negotiate changes as needed; prepare requirements for proposals for professional services; administer construction contracts for major and minor alterations to school facilities
- Oversee and monitor issuance of building permits, financing agreements, mitigation agreements, School cost estimates, and related matters
- Direct the maintenance and control of the School's facilities and utilities plans, specifications, as-built drawings, and other facilities and real property records
- Direct the constructability and maintainability review and evaluation of plans and specifications for new facility construction, alterations, and repair projects;
- Prepare or direct the preparation of plans, specifications, and contract documents for soliciting bids and requesting quotations for expansion, alteration, retrofit, rehabilitation, and repair projects
- Manage the provision of various planning, design, coordination, quality assurance and management services for assigned construction, alteration, improvement, and major repair projects; serve as liaison with contractors, architects, engineers, inspectors, and government agency representatives for managing assigned projects

Inspects new construction, repair work, grounds, special projects, equipment, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently;

- Responds to a wide variety of inquiries from staff, School personnel, other community agencies, etc. for the purpose of resolving problems, providing information and/or referring to appropriate personnel
- Analyze situations accurately and adopt an effective course of action

- Responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve situations
- Answers after-hour emergency calls as needed
- Effectively allocate resources to various projects including funds, staff, and supplies
- Understand and read blueprints and schematic drawings
- Meet schedules and timelines

Staff Supervision, Management and Support

For the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget,

- Supervise and evaluate the performance of assigned staff for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget
- Interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions;
- Plan, coordinate, and arrange for appropriate training of subordinates

Budget

- Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

Best practices

- Assure compliance with safety practices and various code requirements
- Formulate and develop policies and procedures
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Review practices and priorities of school maintenance and repair
- Manages assigned program and/or department responsibilities (e.g., site improvement, grounds, ADA access, fire inspections, safety) for the purpose of achieving outcomes in relation to organization objectives and ensuring conformance with legal, financial, and District requirements
- Attend a variety of meetings to maintain current knowledge of legislation, legal codes, and requirements; including local, city, county, state, and federal agencies as assigned; prepare agendas, review minutes, and provide information and guidance as necessary; make presentations and conduct assigned meetings
- Keep up with applicable laws, codes, regulations, policies, and procedures affecting school business operations;
- Custodial practices and procedures
- Principles and practices of administration, supervision, and training

Communication, Statistics and Recording

- Communicate with other administrators, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; communicate with other

departments, community members, and other entities concerning facility use and other school-related matters

- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Prepare Board agenda items and briefings; follow up on Board issues as appropriate
- Prepare and maintain a variety of records and reports including budgets, property contracts, insurance policies, legislative updates, and other reports related to assigned functions; direct the preparation and maintenance of a variety of narrative and statistical reports related to construction, maintenance, and modernization of facilities

Direct the maintenance of a variety of reports and files related to assigned operations and activities

- Provide network diagramming, construction scheduling and construction cost estimating
- Issue annual reports to show progress on how the school is working on limiting environmental impact
- Work closely with all academic and administrative departments
- Represent the School at different organizations and events

Sustainability

Utility regulatory methods, practices, rate structures, incentives, and budgeting procedures

- Manage the School's energy conservation program; monitor the municipal and utility company actions to determine trends affecting School costs; serve as liaison and coordinate with utility companies and municipalities; monitor energy consumption, preparation of utility budgets, and preparation of annual energy reports
- Oversees the Prop 39, California Clean Energy Jobs Act

Perform other related duties as assigned.

POSITION REQUIREMENTS

Eligibility

Authorized to work in the United States for any employer. Clean background check; valid driver's license; proof of negative TB; Covid-19 vaccinations, boosters, masking and testing as per CDPH, County of SD and, ultimately, SDFAS policies and guidelines; ability to lift and carry up to 35lbs.

Diploma(s) / Certifications / Trades Membership

- Minimum of a B.A. degree preferred
- Masters degree and or guild/trades membership(s) are a plus
- Degrees or certifications in the following or related domains are a plus though not required:

Construction, architecture, building or facilities maintenance and/or compliance, space use and design, interior decoration, landscape design, HVAC, plumbing, electrical, information systems

infrastructure, sustainable architecture and/or design, traffic and pedestrian flows / city planning, etc.

Language and cross-cultural expertise Excellent level of English speaking, writing, editing and proofreading skills; bilingual French and/or Spanish (or other language) is an asset though not required. A plus though not required would be life experiences abroad or outside the region of one's upbringing.

Social-emotional skills

Solid interpersonal and social-emotional skills, including self-awareness and self-care, grit, a growth mindset and a sense of humor, stress management, and perspective-taking when under pressure; ability to cultivate meaningful positive working relationships with administrators, faculty, staff, parents, students, board members, school and volunteers.

Cross cultural awareness

Knowledge, experience and demonstrated ability to relate to and connect with people of diverse backgrounds, upbringings and life experiences, including but not limited to those of diverse racial, ethnic, religious backgrounds or gender expression.

Written and verbal communication skills

Strong written and verbal expression skills in English is an absolute requirement for this position. Bilingual or second-language French or Spanish is an advantage but not required. Additional language(s), mother tongue(s) or acquired language(s) are also a plus for this position.

Technology and computing

Solid technology and computing skill sets including proficiency with collaborative cloud computing (e.g. Google Suite); motivation and ability to learn additional tools or platforms or deepen skills; and a working knowledge of web development languages, content management systems, student information systems, browsers and other emerging web technologies.

Mission "fit"

Strong commitment to independent school education with a particular enthusiasm for bilingual/international education. Must demonstrate alignment with SDFAS mission, identity and core values.

Professional abilities

Capacity to work autonomously; exercise good judgment; demonstrate clear thinking; communicate with clarity and concision; show outstanding organizational and managerial skills;

leverage standout task prioritization and time management skills; possess ability to balance multiple high-pressure time-sensitive projects simultaneously; pay attention to details; display demonstrate growth and solution-oriented mindsets; and maintain commitment to a customer service focus through and through.

Working Conditions/Environment Office environment; Open land environment; Building construction sites; Evening or variable hours; High Paced and high pressure environment requiring simultaneous attention to multiple projects and expert use of time and resources.

SALARY

Competitive salary commensurate with qualifications and experience and with ranges established using industry benchmark.

BENEFITS

Intangible

- Dynamic, dedicated, high-functioning senior leadership team
- Compelling educational mission, vision and values
- Ambitious, clearly-articulated strategic goals

Tangible (Excellent benefits)

- Full-time year-round position
- 100% employee premium for health, dental and vision
- Life insurance
- Up to 5% salary matching into a 403b retirement savings account after the first two years of employment
- Earned paid vacation days in accordance with policy set forth in the Employee Handbook (5 weeks/year)
- Partial tuition remission for children enrolled in the school
- Ongoing professional development

START DATE: Immediate.

TO APPLY

Please send the following items as a single attached PDF file to employment@sdfrenchscool.org
[Attn: Tom Wheatley, HR]:

- Cover letter expressing “fit” and a curriculum vitae that demonstrates prior school/not-for-profit institutional experience and skill sets in the domains of senior leadership, team management, partnership and collaboration with faculty & staff, third party vendor oversight, events organization and coordination.
- Two letters of recommendation (one of which must be from a current or most recent direct supervisor and one from a current of most recent team member you supervised or work with)

***In its hiring practices, SDFAS is an equal opportunity employer
and hires employees without regard to gender, race, religion, color, creed, ethnic or national
background, origin, or sexual orientation.***