



TRINITY
CLASSICAL SCHOOL

Director of Operations

Overview

The Director of Operations helps ensure Trinity Classical School operates efficiently and effectively by managing administrative and operational responsibilities. The director of operations supports the school leadership by providing high-level service and support. This person shall be spiritually mature to help foster a gospel-centered, joy-filled environment to fulfill the school's mission.

Reports to

Head of School

Qualifications

- A vital and active relationship with the Lord Jesus Christ
- In agreement with and willing to uphold Trinity Classical School's Mission and Statement of Faith
- Agreement with the theology and mission of Christ Church Bellingham
- Be active in a local church
- Godly character, marked by the grace of Jesus
- Results oriented
- Hungry, humble, smart
- Organizational proficiency, high emotional intelligence, a collaborative spirit, and a growth mindset
- Familiarity with classical Christian education is a plus

Responsibilities

Administrative Leadership

- Provide strategic leadership in the development and implementation of administrative policies and procedures.
- Collaborate with academic leadership to ensure seamless integration of administrative functions with the educational mission.



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- Oversee the admissions process and work with the admissions team to attract and enroll students in alignment with the school's values.

School Safety:

- Oversee all aspects of school safety, including developing, implementing, and monitoring safety protocols, emergency procedures, and compliance with safety regulations.
- Coordinate safety training and drills for staff and students and ensure that safety equipment and resources are readily available and in good working condition.

Facilities:

- Manage school facilities and equipment to ensure they are safe, clean, and well-maintained.
- Oversee the procurement, inventory, and distribution of educational materials, technology, and equipment needed for teaching and learning.
- Supervise facility staff, contractors, and vendors and ensure they are trained, motivated, and equipped to perform their duties.

Financial Management:

- Oversee tuition assistance process, tuition, and fee collection.
- Support annual development, management, and reporting of the School's annual budget in collaboration with the Head of School.
- Assist the Head of School in ensuring that budgeting and financial reporting are completed promptly and accurately.
- Monitor and control expenses related to facilities, maintenance, and other operational areas.
- Assist the Head of School with fundraising, development strategies and marketing.

Human Resources:

- Overseeing the recruitment process for new staff members.



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- Organizing and facilitating training sessions and professional development opportunities for staff members.
- Promoting employee engagement and morale through initiatives such as staff appreciation events.
- Ensuring that the school complies with all relevant employment laws and regulations.
- Collaborating with school leadership to develop and implement staffing strategies that align with the school's goals and priorities.
- Lead and manage the administrative staff of TCS

Hours & Benefits

This position is full-time, exempt, Monday through Thursday, with work from home option on Friday. Benefits include health insurance, matching retirement after one year of employment, five weeks of paid vacation, and one week of paid development time.

To apply, send a cover letter and resume to office@trinitybham.org.