

STERNE SCHOOL Job Description

Director of Campus Operations

Sterne School provides full-day instruction to lower and high school students. The school's mission is to build on the foundation of individual strengths to discover and nurture each student's version of greatness. In a warm respectful atmosphere, our students become confident, disciplined, responsible citizens able to meet the challenges of further learning and society. The school is certified by the California State Department of Education and accredited by the Western Association of Schools and Colleges. Sterne School is an equal opportunity employer.

JOB DESCRIPTION:

Start Date: June 1, 2024

Full-time position. The Director of Campus Operations reports to the Director of Finance & Business.

Responsibilities include but are not limited to:

- Partnering with the Director of Finance to develop short- and long-term strategies to keep the campus operating at the most efficient and cost-effective levels
- Acting as a thought partner with the Director of Finance and Head of School to develop mid and long-range strategies for facilities maintenance, upgrades, and improvements
- Maintaining a 3 to 5-year budget model that includes projections for regular and deferred maintenance and upgrades
- Managing day-to-day operations; responding to the needs of the community and the physical plant
- Developing project timelines for upgrades and repairs, on time and on budget
- Developing sound safety and security protocols and procedures
 - Work with members of the school's leadership team for emergency communications (Ruvna)
 - Be on call for emergencies involving the campus or building
 - Partner with Facilities Associate to execute safety and fire drills
- Assisting with the planning and execution of campus events
- Creating and overseeing daily, weekly, and summer maintenance and renovation schedules and cost projections
- In partnership with the Senior Accountant, maintain building inventory, fixed assets, furniture, fixtures, and equipment
- In partnership with Facilities Associate, oversee contractors/custodians involved in facility projects and delivery of services
- Ensuring all building operations comply with all zoning laws and regulations
- Coordination with the shared building systems of the I-Hotel and the Archdiocese
- Overseeing day-to-day upkeep of the facilities (e.g. maintenance, repairs, facilities requests), and managing all building systems including mechanical, electrical, fire/life safety, plumbing, audio-visual and waste management. This includes but is not limited to:

- Wireless technology (Wi-fi)
- Fire alarms
- Locks and keys
- Security cameras
- Building alarm system
- Phone systems
- Clock and announcement systems
- Parking garage
- Defibrillators
- Elevators
- Lighting
- HVAC
- Utilities and water
- Theatre, gym, film and music studio lighting and sound
- Campus upgrades
- Quarterly & annual inspections
- Using essential technology at Sterne including G-Suite (Google) and our employee and school Portal
- Maintaining clear and transparent communication with key administrators, including Director of Finance, Head of School and Board (as appropriate)

Compensation: Salary is commensurate with skills and experience with a potential range of \$90,000–\$110,000.

To apply for this position, please send a cover letter and resume to employment@sterneschool.org.