



INTRODUCTION

The Children's House is an independent Montessori school established in 1984 and added a Junior High program in 2014. The main campus on North Long Lake Road in Traverse City, MI spans 8.5 acres, housing our infant through 6th grade programs. Our Park Street campus in downtown Traverse City is home to our 7th and 8th grade Junior High program.

Guided by our mission of raising life-long learners, we offer a high-fidelity independent Montessori education for our students, supported by a stellar staff, and a strong community of families.

THE OPPORTUNITY

The Director of Operations and Auxiliary Programs is responsible for the care, maintenance, and security of our school's physical campuses as well as the day-to-day operating of the school as a whole. This role includes oversight, scheduling, and staffing of the facilities department, management of maintenance requests, scheduling of preventative maintenance, and inspections of the physical spaces to ensure continuous functioning and compliance, execution of capital projects in coordination with the Head of School, supervision of campus security, and oversight of the school's transportation program. Further, they are responsible for licensing compliance by the State of Michigan Licensing and Regulatory Affairs. Success in this role will require the ability to balance daily work requests, ad hoc event set-up requests, long-term projects, and unexpected emergencies. A strong working relationship with school leadership is critical. Evenings and weekends are occasionally required to meet the needs of the school and community. This is a twelve-month full-time exempt position. In addition, this position includes the oversight of auxiliary programs including sports, extracurricular activities, and summer programming. This includes their planning and physical execution.

RESPONSIBILITIES

- Direct, supervise, develop, and evaluate facilities department personnel.
- Establish and maintain a positive and productive working environment.
- Assist with the day-to-day operation of the classrooms including securing staff.
- Oversee inventory control for all general supplies and equipment needed for repairs and grounds.

- Solicit bids, evaluate, and recommend outside contractors as necessary to perform facility or maintenance tasks. Supervise the work of outside contractors, including cleaning services, to ensure timely and accurate completion of tasks, as well as compliance with contractual agreements, municipal codes, safety standards, and School policies and procedures.
- Conduct routine inspections of all campus facilities for maintenance and custodial needs periodically. Schedule, implement, and manage a preventive maintenance program for all campus facilities.
- Serve as maintenance on call as necessary and take a leadership role when responding to campus emergencies.
- Submit and manage an annual budget for campus operations, maintenance, and capital improvements.
- Oversee campus security. Issue keys and pass cards for the Park Street and Long Lake campuses, and maintain associated records. Collaborate with staff in crisis planning, fire drills, lockdown, and evacuation drills.
- Ensure facility readiness for day-to-day events as well as special events. Must be present at some after-hours events to coordinate activities, including parent meetings, school activities, and extracurricular activities.
- Manage facilities staffing and custodial needs for school activities, facility rentals, and seasonal camps.
- Oversee the school's transportation program, including school vans, and coordination of outside transportation i.e. buses.
- Create and maintain a plan for campus safety during inclement weather, including snow removal.
- Plan and oversee staffing and operations of all extracurricular and sports activities, and summer camps.
- Licensing and regulatory affairs coordination and oversight for 0-6 year programming.
- Planning and oversight of grounds maintenance.

QUALIFICATIONS

- Excellent communication, problem-solving, organizational, and management skills.
- Experience in facilities oversight and operations, and management of staff.
- Experience in developing and balancing an annual budget.
- Experience designing and implementing preventative maintenance programs.



- Proficient with technology, including spreadsheets, and databases.
- Previous experience with large capital projects and knowledge of implementing environmentally sustainable solutions is a plus.
- Excellent interpersonal skills.

Compensation, Benefits, and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered include health benefits, paid time off, paid holidays, life insurance, 401K with employer contribution, wellness benefits, and a tuition discount for enrolled children. Qualified candidates will be required to pass background checks prior to hire.

Application Process

Applicants must submit the following in a single email to Michele Shane, Head of School at michele@traversechildrenshouse.org

- Cover letter. (Please tell us how you learned about The Children's House and how your experience makes you a qualified candidate.)
- Resume
- Three professional references. Please include an email address and phone number for each.