



as far as the mind can see

Head of Operations

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

Reporting to the Head of School, the Head of Operations is responsible for all aspects of properly maintaining, running, and improving the buildings and grounds of the School on both a short term and long term basis. The Head of Operations contributes to the overall strategic vision of the campuses while overseeing all operational activities related to the School, including leadership and managerial oversight for a staff across the following functional areas: facilities; safety and security; food services; rentals and other auxiliary programs; events logistics; risk management; master planning; construction; maintenance and janitorial services; and transportation. In partnership with the Head of School, the Head of Operations provides the Board of Trustees with pertinent information necessary for making key decisions as required. The Head of Operations works with a broad group of external and internal constituencies, including trustees, parents, advisors/consultants, vendors, and colleagues.

Essential Duties/Responsibilities:

- Oversee the work of the Director of Transportation, Director of Maintenance (Linda Vista Campus), Director of Maintenance (Mission Hills), Director of Security, and Environmental Health and Safety, and Project Manager for Operations.
- Oversee the regular maintenance and upkeep of all school facilities (both buildings and grounds) and two school-owned properties, Head of School personal residence and Robertson building.
- Support the needs of the Head of School for all aspects of properly maintaining, running, and improving the buildings and grounds of the School on both a short term and long term basis,
- Working closely with the Assistant Head of School for Finance, annually report to the Audit Committee regarding the facility risk, including but not limited to building safety, repair and maintenance on the campus or other School owned properties. During Budget approval and review report to the Finance Committee annually on the deferred maintenance plan and expected maintenance program cost and key priorities.
- Participate fully as a member of the Parker Leadership Team (PLT).
- Work closely with the Assistant Head of School for Finance to ensure building, campuses and replacement cost is reflected in all insurance coverage.

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
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858 / 569-7900
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- Oversee all master planning and all major campus construction projects, and coordinate all projects involving the School's facilities and campus.
- Responsible for Director's supervising all buildings, grounds, housekeeping, (collectively "Operations") personnel and contractors.
- Update and manage the work for the Property Replacement, Renewal, and Special Maintenance (PPRSM) plan. Ensuring that periodically the deferred maintenance schedule is updated and reserves are adequate to meet School needs.
- Maintain the 5-year maintenance schedule and replacement budget, and report on completion of projects and cost variance.
- Oversee all budgets related to physical plant including those for facilities/grounds maintenance, utilities, and capital improvements.
- Ensure compliance with annual operational budget (1M+) and capital, annually, in accordance with prioritized PPRSM Plan and strategic plan priorities.
- Negotiate and oversee all operations contracts and manage contracted labor, including those related to capital improvement projects.
- Ensure compliance with the School purchasing policy in all matters and ensure compliance with competitive negotiation of key contracts cycle for: janitorial services; security contracts; and food services.
- Ensure compliance with local, state, and federal regulations in all operations areas, including ensuring that the vendors are compliant with all School required training, such as mandated reporting, CPR training, emergency response and other training required by the School.
- Manage logistics for campus events, and coordinate and ensure all team members are fully incorporated into the School's event management system.
- Create an effective system, manage and propagate a strong maintenance and facility ticketing system for day-to-day issues, and ensure strong customer service across the School campuses.
- Manage School rentals for all facilities and athletics use on both campuses. Work with staff to ensure rentals are compliant with CEDA requirements of School loan and with the School access policies and regulations.
- Maintain facilities and grounds-related policies and procedures, ensuring compliance of both with all staff and contractors.
- Remain current with all government, city, state, and federal regulations, and advise the School on necessary updates and changes.
- Ensure effective management of security and safety on both campuses including attendance management, effective emergency response, and reunification plans.
- Leverage project management tools (ASANA, LUCID CHART, and Parker Project Charters) to ensure collaborative and fully transparent project management.
- Chair the Space Allocation Committee, ensuring compliance with and support of the charter space allocation process and decisions, and timely follow up and communication to the School community.
- Collaborate across all school divisions and departments to build trusting relationships and effective partnerships.



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Qualifications:

- Minimum of bachelor's degree in a relevant discipline such as engineering or management preferred; or an equivalent combination of progressively responsible experience and training.
- Minimum of five to ten years progressively responsible experience managing facilities in a school or similar campus environment.
- Working knowledge of facilities systems, such as mechanical, electrical, and HVAC; and knowledge of standard practices, materials, tools, and terminology of facilities trades, such as carpentry, masonry, grounds/landscaping, and housekeeping.
- Demonstrated strong administrative and leadership experience working with diverse groups, ideally in managing contractors and buildings and grounds personnel.
- Demonstrated strong quantitative and analytical skills, including developing, managing, and projecting capital and operating budgets.
- Analytical, detail-oriented, organized, and passionate about continuous process improvement.
- Demonstrated inclusive respectful, open, and collaborative management style characteristic of a team player and experience in ensuring diversity, equity, inclusion and justice in all aspects of team management.
- Demonstrated results-driven leadership skills, business acumen, and sound judgment to make practical, data-driven, and timely decisions.
- Experience dealing with outsourced, multi-year service contracts.
- Project management experience with the ability to develop and implement clear, action-oriented strategies and plans, including effective leverage of project management tools and skills.
- Skilled communication ability to ensure that information is shared in a clear, transparent, and timely manner to the appropriate constituents.
- Ability to adapt to shifting priorities and a flexible mindset.
- Uncompromising integrity

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

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Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Kevin Yaley, Head of School

kyaley@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

Please indicate which position you are applying for in the subject line.

<https://www.francisparker.org/about-us-/employment>

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