

## Francis Parker School– Head of Operations

### SUMMARY

Francis Parker School, a two-campus, JK-12 school located in San Diego, is searching for a head of operations. This new role will oversee several mission-critical operational units, be heavily involved in campus master plan and redevelopment efforts, and guide school-wide change management initiatives that touch all areas of campus life.

Reporting directly to the head of school, the head of operations will have the opportunity to grow immensely in their professional career, all the while contributing to major redevelopment and strategic planning initiatives throughout both campuses. The head of operations role would be perfect for an individual who finds joy in having a positive impact on students and teachers by supporting and continually improving the operations of a forward-thinking, nationally recognized school. The ideal candidate would bring an eye for continuous systems improvement, while recognizing the direct correlation between an efficient operational environment and an innovative academic program.

12M Recruiting is running the search on behalf of Francis Parker School. Applications are due November 6. For application instructions and the full job opportunity statement, please visit:

<https://www.12MRecruiting.com/jobs/parker>

### IMPORTANT DATES

*Applications Accepted Starting:* October 6, 2022

*Application Deadline:* November 6, 2022

*Review and Assessment:* Mid-November to Mid-December

*Decision Announced:* December 30

*Start Date:* February 1, 2023, or later by mutual agreement

### SPECIFIC DUTIES

#### ***Organizational Strategy***

- Support major, decade-long campus master planning initiatives, which for the Linda Vista Campus are coming to a close and for the historic Mission Hills Campus will soon begin.
- Serving as the de facto chief operations officer of the school, work closely with the assistant head of school for finance, who serves as the school's chief financial officer.
- Work with the board and its committees on strategic matters of operational risk, planning, safety, compliance, and budgeting.
- Liaise with assistant heads, heads, directors, and other stakeholders around matters involving logistics, departmental needs, and operational planning.

#### ***Daily Operations***

- Ensure successful performance of several operational functional units and programs, including: transportation; maintenance; grounds; facilities; food service; security; environmental health; safety; and project management.

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- Directly supervise several department heads in the operations cabinet, which currently includes: the director of transportation; the director of maintenance at the historic Mission Hills Campus; and the director of security, environmental health, and safety.
- Establish policies, systems, and procedures that are harmonious with school culture to ensure effective operations and improve operational efficiency.
- Ensure that departmental staffing levels and budgets are sufficient to meet the operational needs of a complex, high-functioning school that serves over 1,300 students on two campuses in San Diego.

### ***Change Management***

- Directly coordinate major campus construction projects, and oversee all other physical improvements to the school's physical plant, which currently includes two campuses and two off-site buildings.
- As appropriate, oversee the implementation of new campus-wide systems that support end-user needs and improve the way operational functional units manage their internal processes and external services.
- Ensure successful vendor partnerships, oversee the vendor evaluation and RFP process, and in collaboration with other stakeholders identify whether and when to explore, modify, or rescind outsourced operational engagements.
- Develop multi-year capital improvement budgets, forecasts, maintenance schedules and other operational plans and projects to meet the evolving needs of the school.

### ***General Leadership and Administration***

- Participate as an active and engaged member of the Parker Leadership Team (PLT).
- Ensure the professional growth of direct reports, and support them in developing members of their respective teams to assume greater responsibility and leadership at the school.
- Provide leadership and expertise in evaluating current local, state, and federal regulatory requirements and ensuring compliance with those regulations.
- Report directly to the head of school, who serves as Parker's chief executive officer, and perform other duties as assigned.

## **PARKER IS LOOKING FOR CANDIDATES WHO CAN DEMONSTRATE**

### ***Professional qualifications***

- Possession of a bachelor's degree from an accredited college or university in operations, engineering, business, or a related field
- 7+ years experience supporting organization-wide operations, logistics, facilities, or project management
- Director-level experience overseeing one or more of the functional units for which this role has daily operational oversight
- Professional certifications in one or more operational domains--such as project management, facilities management, physical security, plant oversight, or logistics--highly preferred but not required

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- Experience managing complex, change-oriented projects from start to finish
- Experience securing vendor contracts and managing outsourced vendor partnerships
- Experience as a direct supervisor and hiring manager responsible for the growth, development, and evaluation of other team members

### ***Leadership and personal qualities***

- A love of education, and a dedication to serve the overall student experience through a tireless, behind-the-scenes approach to leading and improving operations
- 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
- A collaborative, cooperative, flexible, and growth-oriented mindset that can adjust to shifting priorities at an innovative, dynamic, and complex organization
- Demonstrated quantitative and analytical skills in support of projecting, developing, and managing capital and operating budgets
- An analytical, detail-oriented, organized, and passionate approach toward process improvement, project management, and decision making, with an understanding the organizational change must include and support end-user needs and perspectives
- An ability to create organizational systems and apply project management skills in support of institutional-wide change within a complex academic environment
- An ability to multitask among disparate projects, situations, and duties
- Skilled communication ability to ensure that information is shared in a clear, transparent, and timely manner to the appropriate constituents
- Uncompromising integrity, a sense of humor, exceptional collegiality, and a relational approach to leadership and decision-making.

### ***Working environment***

This position requires working at a keyboard and remaining stationary for long periods of time in a professional office environment. This position also requires moving between and within all areas of both campuses, which include stairs and narrow access paths.

## **TO APPLY**

For more information please visit the following link, which contains the job opportunity statement and complete application instructions.

<https://www.12MRecruiting.com/jobs/parker>

*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*

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*condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.*