



Job Title: Facilities & Operations Manager
Collaborates with: Executive Director

Elm City Montessori School, launched in August 2014, is New Haven's first public Montessori school. We are seeking a Facilities and Operations Manager to support us in building a vibrant and healthy school environment in our young and growing school. In 2022-23, we will have approximately 300 students in PK-eighth grade. New Haven is a thriving arts, cultural, and education hub, located along Connecticut's beautiful coastline.

Position Summary:

The Facilities & Operations Manager supports the day-to-day operations of the school with responsibilities in two primary areas: facilities and operations. This position is part of the Operations Team and supervises and supports the Operations Associate and Custodian.

Responsibilities:

Facilities

- Manage the maintenance of facilities/grounds, including maintenance and repairs (indoors/outdoors) and the upkeep of common spaces; coordinate work orders with NHPS
- Supervise custodian and manage custodial services and supplies
- Manage facilities projects and vendors/contractors
- On call to respond to emergency/pressing facilities issues as they arise

School Operations

- Develop and maintain school wide policies and procedures as necessary for health, safety and other operational needs; coordinate emergency drills and maintain emergency materials (backpacks, etc); update and distribute Family Handbooks annually
- Supervise the management of student files and information, including key data in online systems (PowerSchool, Google docs, Transparent Classroom, MailChimp)
- Supervise the coordination of Food Services and Transportation with NHPS
- Coordinate student arrival/dismissal
- Coordinate staff coverage in collaboration with the Principal
- Manage operations requests, coordinate purchasing with the Business Manager and manage the inventorying and organization/distribution of all supplies and materials

Special Programs & Projects

- Coordinate student recruitment
- Support special projects (Green Team, Library/Librarika, School Events, Summer Program)
- Other duties assigned to support collaborative work

Qualifications

- Bachelor's degree required
- Knowledge of and experience with school facilities/systems management and school-based programs
- Prior experience in a start-up and a charter/public school preferred
- Alignment with the mission and vision of ECMS

Salary range (commensurate with experience): \$50,000-60,000