



Plymouth Christian Academy

Operations Director Position Description

Position Title: Operations Director, Plymouth Christian Academy (PCA)

Reports to: Superintendent of PCA and Executive Pastor of Calvary Baptist Church (CBC)

General Description

Overview:

The Director of Operations is directly responsible for assisting the superintendent in achieving the mission and vision of Plymouth Christian Academy.

The Operations Director is responsible for leading PCA's overall operations, including admissions, security, communications, and advancement with frequent interface with broader operational leadership of Calvary Baptist Church to ensure standard process, approach, and campus harmony.

Duties and Responsibilities:

- The Operations Director will define the process and implement the infrastructure and systems needed to support the PCA operations.
- As a member of the senior management team, in conjunction with the CBC Leadership, the director will be involved in strategic planning, evaluation, and professional development initiatives, in the areas of advancement, communications, security, and admissions.
- The director will demonstrate servant leadership in interactions with parents, students, and staff, willing to serve and meet the faculty and staff's various needs.
- The director will provide leadership for the non-academic operations of PCA.
- The director will serve as a primary business partner and catalyst to the Superintendent and CBC Leadership on the organization's financial, budgeting, and administrative processes – including HR, payroll, and benefits functions – to continuously develop and improve systems.
- The director will advocate for positive changes in business processes that will increase efficiency.

- The director will maintain custody of records and ensure appropriate access by faculty, staff, board, and key volunteers.
- The director will assist the superintendent with accomplishing administrative functions (e.g., scheduling, email responses, investigative projects, etc.)

Requirements:

- Several years of increased operations experience, including supervisory/leadership experience in operations-related roles. Operations experience in an academic environment is highly desirable.
- Excellent interpersonal skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Demonstrated ability to set priorities, propose new ways of creating efficiencies, and guide investment in people and systems.
- Proven effectiveness leading professionals.
- Technologically and operationally savvy.
- Must be flexible and a self-starter, with the ability to multitask and focus on key details.
- Ability to establish and focus on essential priorities of an environment with frequent interruptions.
- Demonstrates integrity, servanthood, credibility, and a commitment to the mission of PCA.
- Active involvement in a local church. Personal espousal without reservation of PCA/CBC Statement of Faith.
- Bachelor's and master's degree, with a master's degree in an Educational, Leadership related curriculum is preferred.
- A calling from God to serve His kingdom through the mission of PCA.
- A personal faith in Jesus Christ as one's personal Savior.
- Membership at Calvary Baptist Church upon application or within one year of hire.

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through a criminal record check with local, state, and federal law enforcement agencies.