



**FLINT HILLS  
CHRISTIAN  
SCHOOL**

# Director of Operations

## Position Profile

### WHAT IS FLINT HILLS CHRISTIAN SCHOOL?

Flint Hills Christian School (FHCS) is a private, independent, non-denominational, and discipleship-oriented Christian school located in Manhattan, KS (approximately two hours west of Kansas City, MO). FHCS has seen a growth rate of 40% since 2017 in grades Pre-Kindergarten through 12th grade. FHCS is fully accredited through both ACSI and COGNIA, boasts an average ACT score of 25 over the past 6 years, offers numerous athletics and extracurricular activities. Go to our website at [fhcsks.org](http://fhcsks.org).

### WHO ARE WE AT OUR CORE?

We are a school and community of Christ followers united by and committed to our mission to be an extension of the Christian home in helping each child develop in mind, body, and spirit. In this context, we are not a replacement for the home or the church. Our ultimate goal is to equip and prepare well-educated, mature Christian men and women to best fulfill God's calling in their lives. We stand upon and are inspired by five core values which represent the heart and soul of FHCS. First and foremost, we operate from a **Biblical, Christ-centered foundation** in all that we do. We are **rigorously academic** – we place tremendous value on the quality of education we offer. Accordingly, we are proud of and grateful for our **exceptional faculty** who serve as strong and faithful educators for our students every day. We are fully committed to **discipleship and Christ-centered mentorship** as we realize learning through long-standing relationships with positive role models is critical to ongoing growth and maturity. Finally, we are **independent and non-denominational**, operating with complete institutional freedom as we strive to follow and honor the Lord alone.

### WHERE ARE WE GOING AS A SCHOOL?

Numerous parents, teachers, administrators, Board members, students, and community supporters have faithfully and consistently gone before the Lord in prayer for several years seeking the Lord's guidance for our school. Over the few years, these FHCS prayer warriors have been inspired by the Lord to pursue a bold growth plan, called Vision 2030. We believe the Lord has called us to prepare to serve 300 students by 2030 by pursuing advancements in several key areas including Staff Development, an enhanced Student Experience, Marketing, Facilities Improvement, and Long-term Investment. Vision 2030 is big and bold. And, so is the Lord. We are completely trusting Him. And, we fully expect this vision from the Lord to be fully realized. Within Vision 2030, there is a tremendous amount of margin available for new and different priorities, strategies, and ideas.

### JOB SUMMARY

The primary focus of the Director of Operations responsibilities is to manage, oversee, and coordinate all aspects of the school's facilities, both the building and the grounds with professionalism, mission-focused vision, and

integrity. Under the direction of the Head of School, the D.O. should provide timely implementation and communication of guidelines and policies, strategic guidance and direction, financial planning and budgeting expertise, and comprehensive communication on behalf of the facilities and grounds in support of the school's mission

- Reports to Principal / Head-of-School
- Contracted, salaried
- Contract **for the 2024-2025 school year**
- **Position will be open until filled**
- Please submit application, cover letter, and resume/vitae to principal, Matt Zimmerman at [principal@fhcsks.org](mailto:principal@fhcsks.org)

#### **PRIMARY RESPONSIBILITIES:**

- Collaborate with the cafeteria team
- Help ensure all government requirements are met in regards to Fire Safety, ADA Requirements, etc
- Coordinate with IT staff to ensure that IT hardware and software requisitions are maintained.
- Oversee the maintenance team working on buildings and grounds, prioritizing and planning for long range upkeep goals.
  - General maintenance of the grounds including the fields, mowing, flower beds, and anything pertaining to the building(s) upkeep.
  - Roads, parking lot, and sidewalks must be maintained and cleared of snow and other impediments to these
  - Other general maintenance, anything that has to do with the facilities and the grounds
- Coordinate school transportation needs for athletic teams, field trips, and other school events and ensure compliance with regulations; ie vehicle maintenance, fueling, licensing (CDL-S required to drive the bus)
- Book building rentals, offer hospitality and represent the school in working with outside groups wishing to use FHCS facilities
- Develop the policy for facilities rental including contracts and fees schedule
- Oversight of the custodial staff and helping with this work as needed.
- Requisition of supplies for custodial staff
- Programming of key cards and door locks
- Other duties as assigned

#### **ADMINISTRATIVE OVERSIGHT**

- Facility reservation management
- Facility maintenance and cleaning after events

#### **PERSONNEL MANAGEMENT**

- Delegate and manage proactively and appropriately
- Create and conduct a comprehensive evaluation process for custodial staff with timely analysis and feedback to promote ministry and professional growth and development
- Oversee, in collaboration with Administration, the hiring and firing of custodial staff according to FHCS's mission and expected standards of conduct, performance, and compliance
- Identify and provide needed, adequate, and consistent training for custodial staff – professional development should focus on promoting professionalism, integrity, mission focus, as well as knowledge and expertise of their specific area of work

#### **MINIMUM QUALIFICATIONS**

- A desire to join a Christ-centered education community in ministry as a transformational leader
- An active Christian testimony and church involvement
- 2+ years working in the maintenance field managing facilities
- Excellent management skills

- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills
- Computer proficiency: data base, word processing, etc.
- Ability to long range plan and manage the daily details of implementation
- Budget management experience

## WHAT KIND OF PERSON ARE WE LOOKING FOR?

We are seeking a high-integrity and caring individual, an enthusiastic worker, a strong communicator, a passionate champion for and someone who deeply believes in Christian education. If you have these qualities, you have great potential to succeed as a part of our Flint Hills Christian School community.

## REQUIRED BACKGROUND, COMPETENCIES & EXPERTISE:

- Proven relationship building effectiveness
- Proven collaboration experience working with a broad team
- Proven oral and written communication skills and effectiveness
- Proven planning and organizational skills
- High learning agility and adaptability
- Personal faith in Jesus Christ with a passion for Christian education

## WHY WORK FOR FLINT HILLS CHRISTIAN SCHOOL? WHAT'S IN IT FOR YOU?

**Higher Call.** Opportunity to glorify the Lord by serving in a key position for a Christ-centered school.

**Health Insurance.** 75% of premiums paid for health insurance for employee coverage. Family coverage can be added for an additional cost.

**Life Insurance.** \$10,000 of term life coverage.

**Simple IRA.** Employer matches contribution towards retirement plan.

**Paid Holiday Leave.** All standard school holidays including Christmas and spring vacations.

**Sick Leave.** Seventy (80) hours of sick leave per year. Should additional one (1) year contracts be offered in the ensuing year, unused sick leave may be allowed to accumulate up to two hundred forty (240) hours. These days may be used for extended illness only.

**Personal Leave.** Two (2) personal days each year granted upon request. Personal days may be used for conducting business for family needs including vacation. Personal leave cannot accumulate for future use.

**Maternity Leave.** 6 weeks of maternity leave. 2 of the 6 weeks are paid by the school. 4 of the 6 weeks are unpaid.

**Tuition Discount.** 100% tuition discount for the first student. 50% discount for additional students.

**Flexible Spending Account.** Tax-advantaged account for medical spending with school paying administrative fees on the account.