



Title: Operations Manager

Department: School Operations

Reports to: Director of Finance and Operations

Schedule: M-F

Exempt Status: Exempt

Organization

Mount Tamalpais School (MTS) is a co-educational, independent, preparatory day school with up to 240 students in grades K to 8. MTS is committed to the development of knowledge and goodness within children in an inclusive, nurturing and academically inspiring environment. An MTS education, vigorous, creative and process-driven, develops children who are well prepared for their future while remaining young at heart. We infuse the academic, artistic, and athletic programs with the values of kindness, integrity, respect, and self-reliance so that all students can fully realize their human potential is to inspire excellence in a nurturing, vibrant educational community based on personal and intellectual integrity.

Overview of the Position

Responsible for the smooth and efficient operation of the MTS front office, management of various school operations, and providing support to the Head of School and Board of Trustees.

Essential Functions

- Front Office Management:
 - Manage the School Secretary, Registrar, and After School Program Coordinator
 - Oversee school purchasing program. Includes office supplies and program supplies/books.
- School Operations Management:
 - Coordinate daily substitute coverage
 - Maintain the school Google calendar
 - Coordinates and manages school photo process
 - Manage the student Hot Lunch Program. Assures compliance with the Health Department
 - Overseas student health including basic first aid
 - Organizes school events such as annual Angel Island trip, school plays and graduation, and supports field trips
- Human Resources Coordination:
 - Onboarding new employees. Includes creating and sending employment agreements and the new employee packet. Assuring all paperwork is returned and notifies the correct departments of new hires.

- Organizes all employee parties including venue, food, and beverage
- Board and Head of School Support
 - Provide assistance to the Head of School as needed
 - Take minutes at each board meeting
 - Assist in compiling and distributing board packets and scheduling board meetings

Position Requirements

- Possess the ability to multitask and has excellent written and verbal communication skills
- Proficient in Microsoft Excel, Microsoft Word , and Google Suite products (Sheets, Docs, Slides, and Forms)
- 5 years of experience in an office management role
- BA or AA and significant experience

Physical and Psychological Demands

1. Must be
 - a. physically and mentally capable of performing multiple tasks simultaneously and be capable of consistently functioning well in a fast-paced environment
 - b. able to support and speak passionately about the school's mission
 - c. capable of using a visual display terminal with keyboard
 - d. able to give and take criticism and direction well
2. Must enjoy working collegially and congenially with faculty/staff, parents and children in a school that highly values community
3. Must exhibit the following qualities to be a successful team player:
 - a. trustworthiness and the ability to trust other team members and supervisor
 - b. ability to communicate in a timely and professional manner to address conflicts
 - c. strong evidence of commitment to and support for the HOS, administrative team and the school
 - d. strong evidence of ownership and accountability for work
 - e. consistent and superior attention to detail and results

Disclaimer

The above describes the general nature and level of work expected of an individual who is hired for the job. It is not intended to be an exhaustive list of all responsibilities and duties required. Mount Tamalpais School reserves the right to change any or all content of this job description based on the institution's needs. The incumbent, if applicable, will be notified of any changes before they become effective.

Name	
Signature	Date