

POSITION:	Operations Administrator
POSITION SUMMARY:	The Operations Administrator of the Academies of Christian County High School will provide administrative leadership and supervisory oversight to the day-to-day operations in order to foster a safe and orderly learning environment. The Operations Administrator role involves the supervision of school resource officers, facilities maintenance, athletics, food services, and technology.
QUALIFICATIONS:	<ul style="list-style-type: none"> • Master's degree in Educational Leadership, Administration, or a related field. • Valid administrative certification in Kentucky. • Minimum of 5 years of successful teaching experience, with at least 3 years in an administrative or leadership role preferred. • Strong leadership, communication, and interpersonal skills. • Experience in school operations and management is highly preferred.
REPORTS TO:	Executive Principal
SUPERVISES:	The Operations Administrator will supervise all personnel both certified and classified within the operations division, as well as any additional staff or responsibilities designated by the school's Executive Principal.
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none"> • Academy Model Management: <ul style="list-style-type: none"> ○ Coordinate all operational priorities to align with the transformation to the academy model and secure the highest possible standards for student outcomes. ○ Participates in professional learning to maximize performance in the operational aspects of the Academy model • School Operations & Management: <ul style="list-style-type: none"> ○ Oversee the execution of day-to-day operations for a safe, orderly, and inclusive school climate.

	<ul style="list-style-type: none"> ○ Implement safety protocols and emergency drills, including accurate record keeping in compliance with state and local policy. ○ Coordinate with transportation personnel to ensure efficient, safe, and reliable travel to and from school. ○ Coordinates with school leadership to oversee the planning and execution of school events, such as parent-teacher conferences, athletic events, student performances, and extracurricular activities. ○ Ensures facilities, including classrooms, offices, libraries, and grounds, are well maintained and in good repair in accordance with state and local policy. ○ Recruits, hires, and trains staff to support the operational goals of the school. ○ Collaborate with district and school leadership, parents, and the community to ensure the continuous improvement of the school. <p>● Compliance & Accountability:</p> <ul style="list-style-type: none"> ○ Aligns operational goals and strategic planning in accordance with the school's mission and vision, and coordinate with the Academies of Christian County High School Steering Committee to progress monitor and maintain high-quality operational processes. ○ Develop and implement school policies and procedures in alignment with district and state guidelines. ○ Evening and weekend events may be required to support school and community activities. ○ Coordinates and supervise student support services associated with the Academy or department, such as maintenance, security, food service, transportation, finance, etc. ○ Participate in district-level administrative meetings, as well as work with district personnel, maintenance, curriculum, and finance departments to maximize operational processes.
TERMS OF EMPLOYMENT:	Employment for 238 days, with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the Executive Principal.

Board Approval: