



## **Director of Operations and Human Resources**

The Miquon School, a Progressive, non-sectarian independent school serving grades N-6 is seeking a 80% time (12 month) Director of Operations and Human Resources starting immediately. This position is exempt, reports directly to the Head of School, and is a member of the Senior Leadership Team. Salary is commensurate with experience and offers a benefits package that includes health, dental and life insurance, a retirement plan, tuition remission, and paid time off. We are a community that is diverse along ethnic, economic, and religious lines and seek applicants who represent and broaden that diversity.

### **The Role**

The DO/HR is a key person ensuring the successful functioning of the non-academic, operational aspects of the school by managing its human resources program and coordinating with colleagues in business management, IT, facilities, and office administration. They also serve a critical role on the School's Administrative Leadership Team as a proactive thought leader, exercising expertise and informed decision-making in fulfilling the school's mission and meeting its goals and objectives.

### **Responsibilities**

#### **Operations**

- Develop, implement, and consistently reevaluate systems to keep the School's non-academic, operational aspects running smoothly and efficiently; maintain an Operations Manual.
- Identify, analyze, and estimate risks in the operational environment in order to design and implement an overall risk management process. This includes, but is not limited to, campus security and safety.
- Partner with the Facilities Manager to evaluate, assess, and maintain all aspects of the physical plant in order to fulfill the School's Facilities Needs Assessment plan and to help plan for future projects
- Support daily administrative operations with an eye on working with the information technology manager to maintain the school's Google Workspace, Adobe, and Microsoft accounts; manage daily janitorial services; ensuring staff is kept informed about the school calendar.

- Negotiate outsourced facilities contracts, long-term equipment rentals, utilities providers, and construction agreements. Coordinates with external contractors for woodlands management and tree care, waste management, janitorial services, and IT.
- Lead the safety program, including updating policies, procedures, and the emergency preparedness plan; ensuring grounds, safety equipment, and communications platforms are in working order; maintaining an employee training and drill schedule; coordinating safety grant applications.
- Make recommendations for best practices and protocols, keeping a database of reliable contractors and crafting purchasing/contracting protocols for school-wide use.
- Work with assigned committees of the Board of Directors.
- Manage internal communications such as the weekly newsletter to families, weekly staff memo, and communications pertaining to weather, immediate school news, and emergencies.
- Provide daily operations support such as contributing during arrival, dismissal, covering lunch hours, and helping at school-wide events such as Graduation.

### **Human Resources**

- Administers the School's Human Resource program, including negotiating the health benefit program, managing historical contract data, and maintaining the sabbatical list.
- Manage and maintain the school's compensation, benefits, performance review, and other human resource policies and programs.
- Identify, analyze, and estimate risks in the human resource areas in order to design and implement an overall risk management process. This can include HR interactions between staff, staff & students, and board members.
- Ensure the school's compliance with employment laws and personnel policies.
- Annually review the employee handbook and update as necessary for changes in law and/or policy.
- Work with the Head of School, directors, and outside legal counsel as advisable, to document and resolve problems with employee performance, conduct, and/or concerns and complaints.
- Manage employee termination process and conduct exit interviews.
- Maintain personnel files and documentation.
- Advise Head of School and Board of Trustees on human resource strategy.
- Manage the orientation and administrative onboarding of new employees.
- Track employee attendance, including time off requests.
- Ensure employee clearance renewals, including Child Abuse, Act 168, driver's history checks, etc.
- Manage volunteer clearances.
- Help to foster a positive work environment.
- Manage historical contract data, such as past salaries, years of employment, salary scale, sabbatical list, and exempt v. non-exempt employment status.
- Participate in local and national organizations such as PAIS, PAISBOA, NAIS, and ADVIS.

## **Qualifications**

Qualified candidates will have experience in facilities management and human resources (five years preferred but not required) and employee supervision, preferably in an independent school or nonprofit organization. Candidates should demonstrate strong organizational and problem-solving skills; the ability to motivate, direct and train staff; and excellent interpersonal, collaborative, and communication skills.

## **About Miquon**

Founded in 1932 in a tradition of Progressive education that is strongly upheld today, Miquon is a small, independent, coeducational elementary school just outside of Philadelphia for children in Nursery (age three) through the 6th grade. The school enrolls approximately 150 students in mixed-age groups, typically 18-24 children in size. Each classroom has two co-teachers who are responsible for providing instruction for their group.

Miquon is dedicated to preserving childhood, using innovative student-centered teaching practices, and developing children's knowledge of and appreciation for the environment. Time spent outside on our 10-acre campus including woods, fields, and creek is an integral part of every child's Miquon experience. We value independent thinking, varied individual and collaborative approaches to learning, authentic assessment methods, and creative, child-focused approaches to curriculum development.

*The Miquon School does not discriminate on the basis of race, religion, gender, or sexual orientation in the employment of staff, admission of students, granting of financial aid, or the administration of school policies.*

## **Application Procedure**

Please send your resume and a cover letter addressing your skills and experience in the areas listed above to [resumes@miquon.org](mailto:resumes@miquon.org).