

Cornerstone Classical Academy | Dean of Operations and Security

Education:

Bachelor's Degree

Skills:

Time Management

Leadership Experience

Communication Skills

Microsoft Office

POSITION SUMMARY:

The Dean of Operations and Security provides the leadership necessary to develop, meet, and maintain operational goals, policies, and procedures that are efficient and effective and in alignment with the mission of Cornerstone Classical Academy. The Dean of Operations and Security serves as the chief advisor and director of strategic planning for all areas of internal operations and is directly responsible for overseeing the day-to-day administration and staff for the operational offices of Cornerstone.

PRIMARY DUTIES:

Reports to the Principal, serves as a member of the Principal's Administrative Staff, and serves as the Principal's advisor for all areas of internal operations.

Collaborates with the Principal and Executive Staff in setting and driving the organizational vision and overall operational strategy.

Leads the Executive Staff in developing, maintaining, and evaluating a 3-year and 5-year strategic plan; leads the leadership team in the annual work-plan process necessary to ensure the creation of specific objectives to meet the established goals.

Provides day-to-day leadership and management to the operational offices of Cornerstone Classical, to include the Academy's CSP grant, Human Resources, Employee Benefits, Payroll, Risk Management, Information Technology, Planning, Construction, Facilities, Child Protection, and Threat Assessment.

Collaborates with the leadership team to develop and implement plans for the operational infrastructure of systems, policies, processes, and staff that are efficient and effective and in alignment with the mission of Cornerstone.

Determines and creates key metrics; analyzes and interprets data; creates and delivers reports and presentations of findings along with recommendations to the leadership team.

Serves as a member of various committees at the direction of the Principal.

Maintains strong working relationships with business partners and vendors.

QUALIFICATIONS:

Knowledge/Skills: Strong understanding and working knowledge of the culture and operations of Cornerstone Classical Academy; working knowledge of the operational offices and their functions; excellent interpersonal and leadership skills with an appreciation for collaboration and a sense of discretion; strong written and oral communication as well as presentation skills; problem-solving mindset with a keen attention to detail, an understanding of key performance indicators, competency in data analysis, and sound decision making; competency in strategic planning; outstanding organizational and time-management skills; proficiency in the Microsoft Office Suite.

Licenses/Certifications: Valid driver's license must be maintained at all times.

Education: BS/BA in business administration, management, or related field or equivalent experience required.

Years and Types of Experience: Five to ten years' experience in a leadership position; work within a classical school is preferred; with hands-on experience in leading strategic planning processes.