

Asian Hope Position Description Position Title: School Operations Manager Revised: <i>November 2020</i>	
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The position of Operations Manager for Logos International School is an exempt position of Asian Hope (AH) which must hold to the Constitution/By-Laws of Asian Hope. The Operations Manager for Logos International School must be able to in good conscience sign the AH Statement of Faith. The Operations Manager for Logos International School must also abide by all of AH as well as departmental specific policies and procedures and the expectations of assigned position responsibilities.

Schedule: Monday - Friday with occasional weekend and holiday duties; 40 - 44 hours per week.

Location: Logos International School

Responsible To: Logos Leadership Team, the Director of Education and the AH CEO

Purpose: To support a team of Christian educators that will create the optimal learning environment and spiritual climate for the students, enabling them to meet the school mission and the ESLRs by managing the day to day operations of the school, its facilities and support staff

Primary Responsibilities:

The Operations Manager will maintain his/her testimony for Christ both within and outside the school.

The specific responsibilities include, but are not limited to, the following:

1. Guide the care and improvement of the Logos facility and grounds
2. Ensure the smooth day to day operations of the school
3. Supervise and evaluate the Logos support staff in conjunction with the appropriate supervisors and managers.
4. Oversee the cafeteria program and staff
5. Oversee the school transportation and coordinator
6. Recruit and hire support staff
7. Oversee the events calendar and events in school
8. Oversee the clubs and After School Activities Program
9. Being on call for any building / campus emergencies or time sensitive issues
10. Oversee the Summer School Program
11. Support the principals in facilitating the arrival and housing of new teachers
12. Maintain and develop the symbiotic relationship between the Logos, and VDP
13. Collaborate closely with the Head of Operations at AHIS
14. Perform additional duties as assigned by the DOE, the CEO and/or Board of Directors.
15. Pray for the students, family, staff, and overall school community.
16. Support the programs and activities of Asian Hope.

With the Leadership Team:

17. Work with the DOE, the CEO of Asian Hope, the Board of Directors, and the school's principals in setting goals and bringing long-term developmental change.
18. Assist in providing support, information, and venue for feedback for the Logos Parents Association.

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19. Review and revise school policies for operations and facilities on a regular basis
20. Support the principals in developing the LIS budget with the DoE
21. Meet together on a regular basis in order to review, plan and support future development and to provide feedback, discuss events and/or receive direction.
22. Create the LIS calendar in association with other Asian Hope Schools
23. Facilitate the orientation process of new teachers / Training Days by making rooms available and ready, lunch and snacks provided etc.
24. Assist with student admissions as necessary
25. Be part of the ACSI/WASC accreditation process

The school reserves the right from time to time to make reasonable modifications to the Operations Manager’s job duties to ensure the maximum benefit of all students as determined by the Director of Education and Asian Hope CEO.

Skills/Qualifications:

- Excellent written and spoken English
- Strong organizational skills
- Experience in management of facilities preferred
- Capacity to develop the Logos Campus
- Experience in human resource management preferred
- Ability to speak Khmer preferred
- Willingness and desire to develop support staff
- Desire to grow and develop in leadership
- Computer skills: email, Google drive, spreadsheets etc.

Evaluation: Formal evaluation will be conducted twice per year by the direct supervisor.

I have read and agree to fulfill these responsibilities to the best of my ability:

Print Name

Employee Signature