



Kha'p'o Community School - Director of Operations

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: As soon as Possible

Point of Contact: Director of Human Resources

SCHOOL DESCRIPTION

Kha'p'o Community School is a Tribally Controlled Grant school serving the Santa Clara Pueblo. We will open in August 2016 and serve K-6 students. We are passionate in our belief that all our students have the ability and will to learn and succeed. We focus on nurturing students not only academically, but through holistic wellness and exposure to their language and culture as well. We foster an environment where students feel connected through culturally relevant, project based, and experiential learning opportunities. When a student graduates from Kha'p'o, they will have the skills necessary to succeed in high school and become the future leaders of the Pueblo.

POSITION SUMMARY

The Director of Operations is professionally committed to working and serving in the Santa Clara Pueblo cultural and social environment. The Director of Operations serves as the primary facilities manager for Kha'p'o. The Director of Operations manages the Facilities, School Health, Custodial, Food Services, and Transportation staff. The Director is also responsible for managing the school's facility management information system, MAXIMO, and working with the Bureau of Indian Affairs to ensure projects are funded and completed in a timely manner. The Director will manage maintenance and preventive maintenance programs and keep the school in compliance with all federal and/or state regulations. He/She is also responsible for managing contractors while they are on site completing work. The Director reports to the Executive Director.

Duties and Responsibilities

- Interacts effectively with students, staff, parents and the overall school community
- Supervises the school health, maintenance, janitorial, food services, and transportation staff
- Maintains MAXIMO facilities management database
- Submits annual required reports to the Bureau of Indian Education
- Presents to Tribal Council as needed
- Completes and presents Facilities Long Term Plan
- Manages Facilities Operations, Facilities Maintenance, Transportation, Food Services, and 21st Century budgets
- Manages procurement and contract management for school improvements according to school policies and procedures
- Manages building and grounds maintenance
- Manages catering and vendor selection for food services
- Manages vehicle maintenance schedules,
- Ensures health and safety of staff and students by following EPA and AHERA requirements
- Ensures school meets all required health and safety codes
- Serves as member of Administrative Team with Department Directors and Executive Director
- Supports the mission and vision of Kha'p'o Community School
- Manages schedules and expectations of all janitorial, maintenance, food services, and transportation staff and serves as their direct supervisor
- Maintains a positive work environment that aligns with the mission and vision of the school
- Ensures all staff has appropriate and required licenses, trainings, and experience
- Conducts annual staff evaluations
- Maintains MAXIMO system to provide optimal facilities funding for the school
- Maintains a productive working relationship with Bureau of Indian Affairs representatives



QUALIFICATIONS

Education/Licensure

- Bachelor's Degree preferred
 - Other vocational license in lieu of Degree may be accepted
- Minimum 5 years professional experience in a related field required
- Must have valid driver's license and pass a background check

Skill/Mindsets

- Strong management skills
- Excellent verbal and written communication skills
- Self-motivated and self-managing
- Highly organized and able to prioritize multiple competing tasks
- Aligned with the educational philosophy and beliefs of Kha'p'o Community School
- Finds joy in working in a collaborative, team focused environment

Experience

- 5+ years facilities management preferred
- 5+ years facilities assessment and improvement planning preferred
- MAXIMO or other facility management database experience preferred

COMPENSATION: Salary and benefits are competitive and dependent upon prior experience.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.