



KHAPO COMMUNITY SCHOOL

Position: Director of Operations - Khapo Community School

Location: Santa Clara Pueblo, Espanola NM

Position Start Date: Upon Hire, ASAP

Point of Contact: Elizabeth Bahe, Executive Director, ebahe@khapoeducation.org

To Apply: www.khapoeducation.org/employment.html

SCHOOL DESCRIPTION

Kha'p'o Community School (KCS) is a Tribally Controlled Grant school serving Santa Clara Pueblo (SCP). KCS serves approximately 150 families, prenatal through sixth grade, and adult learners. KCS is a school grounded in providing students rigorous, high-quality educational opportunities that are culturally centered on Tewa language proficiency and interactive, hands-on learning activities. KCS staff support students in their physical and emotional growth as well, valuing student identity and promoting and modeling high-self esteem and confidence.

Our Vision:

The graduates of Kha'p'o Community School are strong, caring and respectful stewards of our Tewa language and culture. They are empowered to bridge the Kha'p'o and non-Native worlds. They are on the right path to succeed in school and work to fulfill their responsibilities as future leaders and members of our community.

Our Mission:

It is the Mission of the Kha'p'o Community School to nurture our children in a Kha'p'o-minded, community-engaged, academically-challenging and enjoyable educational environment that enables them to speak our Tewa language and sustain our culture, supports their physical and emotional well-being, and inspires their love of learning.

For more information visit www.khapoeducation.org

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 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 and Bureau of Indian Education 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 and is part of the Leadership Team of KCS.

Duties and Responsibilities

- Supervises the school health, maintenance, janitorial, food services, and transportation staff
- Maintains daily and weekly MAXIMO facilities management database to provide optimal facilities funding for the school
- Submits annual, weekly, and monthly required reports to the Bureau of Indian Education, Bureau of Indian Affairs, GSA, and other designated agencies



- Prepared reports on status of school facilities and grounds and presents to the School Board and Tribal Council as needed
- Develops, 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 and delegates tasks to the Operations staff
- Manages catering and vendor selection for food services
- Manages vehicle maintenance schedules and reports vehicle status to GSA
- 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
- Coaches, mentors, and supports staff as their direct supervisor
- Conducts annual staff evaluations and personnel action plans as needed
- Maintains a productive working relationship with Bureau of Indian Affairs, Bureau of Indian Education, and Tribal representatives
- Interacts effectively with students, staff, parents and the overall school community

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. The work environment may require the employee to work in confined spaces (manholes, trenches, attics, and crawl spaces).

QUALIFICATIONS

Education/Licensure

- Bachelor's Degree preferred, high school diploma or equivalent required
 - Other vocational license in lieu of Degree may be accepted



- Must have valid driver's license and pass a federal background check

Skill/Mindsets

- Motivated to work in a collaborative team focused environment
- Highly organized and able to manage multiple competing priorities
- 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

Experience

- OSHA training experience preferred
- Working knowledge of Microsoft Office applications (Microsoft Word, Excel, Adobe Acrobat)
- Experience in interacting within Google Suite preferred
- Working knowledge of entering data into an online database systems
- Minimum 3 years professional experience in facilities/operations related field required, 5+ years facilities management preferred
- 5+ years facilities assessment and improvement planning preferred
- MAXIMO or other facility management database experience preferred
- Experience working in education and tribal buildings is strongly preferred but not required

To Apply: Please submit a KCS Job Application and Resume to Elizabeth Bahe, Executive Director at ebahe@khapoeducation.org.

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.