



Director of Operations & Technology

Position Overview

PKS is seeking a motivated, dependable, and experienced Director of Operations & Technology to work under the direction of the Chief Finance and Operations Officer, and in support of our community.

- The Director of Operations & Technology will provide leadership and vision combined with creative and effective solutions for meeting the operational needs of the School in ways that are innovative and align with industry norms and best practices.
- The Director of Operations & Technology will work in close collaboration with the Chief Finance and Operations Officer, senior leadership team and support staff, faculty and specialists, facilities, campus safety & security, maintenance, janitorial, food services and any other operations-related or campus related third party vendors or personnel.
- This is a full-time exempt position.

About Presidio Knolls School

PKS was founded on the idea that a progressive educational model can be combined with rigorous Mandarin immersion to create a vibrant, innovative school where children will thrive in a joyful environment. Since 2008, we have grown rapidly and established a unique position in the Bay Area's independent school community. As of the fall of 2023, the school enrolls nearly 400 students in Preschool through Grade 8. The progressive philosophy of Presidio Knolls School embraces kids as co-collaborators in their education, valuing their voice and agency to shape their own learning journey. The school has a commitment to social-emotional learning that permeates the culture of the school.

Responsibilities

Facilities & Maintenance

- Daily operational facilities oversight and campus maintenance year-round
- Events support - Logistics and execution for set up, take down and other logistical support planning or needs
- Janitorial - Janitorial services and maintenance team deployment for cleaning and disinfecting
- Campus aesthetics - Design of spaces, and organization of traffic flows and school function areas, landscaping, and signage.
- Develop and implement preventative maintenance programs for all facilities, ensuring their safety, functionality, and aesthetics.
- Deferred maintenance - Deferred and future maintenance, facilities and campus projections and their budget impacts (including reviews of budgeting levels year-over-year)
- Campus planning- Innovative, mission-driven campus planning and development vision and execution in alignment with the school's strategic plan objectives.

- Safety and security – Working closely with the Head of Campus Safety, ensure and oversee safety best practices, as concerns campus safety features and design, security personnel, traffic flow design and management, fire code compliance, alarm systems and public campus announcement systems, classroom safety and security equipment (fire extinguishers, air filtering and circulation devices, etc.),
- Annual audit and review of emergency and crisis response plans, staff training and calendar of practice drills and exercises.

Technology

- Manage the relationship with the school's outsourced IT service provider, ensuring they meet our needs and deliver high-quality service.
- Oversee the implementation and ongoing management of the school's technology infrastructure, including devices, servers, networks, and security systems.
- Collaborate with faculty and administration to ensure technology effectively supports the goals of the School.
- Develop and manage an annual technology budget, including technology expenses approval and reconciliation.
- Stay informed about emerging technology trends and implement solutions to enhance the learning experience.
- Provide technical support to faculty, staff, and students, ensuring efficient use of technology tools.
- Plan and deliver training programs on new technologies and software applications
- Develop user guides and documentation for internal use.
- Other duties as assigned.

Qualifications

- Bachelor's degree in relevant field, Computer Science, Information Technology, Business Administration or Facilities Management, or a related field
- Minimum of 5 years of experience in a leadership role within experience in both IT and facilities management preferred
- Demonstrated experience in managing and maintaining network infrastructure, servers, and software systems
- Strong understanding of data security and compliance regulations
- Excellent communication, interpersonal, and problem-solving skills
- Proven ability to lead and motivate a team of professionals, many of whom will be external vendors
- Experience working in an education environment is preferred.
- Proficiency in relevant IT tools and technologies, including cloud-based solutions and software for education (eg. BlackBaud, InResonance, Google for Education, Seesaw, Sage Intaact)

Physical Requirements and Work Environment

- Regularly sit, talk, hear and visually intercept visitors.

- Be able to occasionally lift and move up to 45 lbs.
- Work at a desk and computer screen for extended periods of time.
- Turn, bends, reach and occasionally use a ladder.
- Work in a busy, often distracting environment.

Please Send Application Materials by email to employment@presidioknolls.org, please note the job title in your email.

Compensation

PKS offers a competitive compensation package commensurate with qualifications and experience:

- Compensation salary range \$130,000 - \$170,000
- Health, dental and vision fully covered for the employee.
- 403b match
- Wellness Program
- Employee Assistance Program
- Commuting support of up to \$55 per month.
- 16 paid holidays per year
- Vacation accrual of 15 days per year

Presidio Knolls School offers equal opportunity to all, and does not discriminate on the basis of race, color, and national origin, ethnicity, age, sex or disability or other protected class status under any applicable laws. Employment will be contingent on successful completion of a background check.