



Director of Operations

Job Summary

The Director of Operations will oversee the day-to-day activities of the company, ensuring that the school is managed and performing efficiently and effectively. To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned.

Essential Responsibilities include:

- Participates in the hiring and training of departmental managers.
- Organizes and oversees the work and schedules of departmental managers.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees in accordance with company policy.
- Establishes quantitative and qualitative metrics, guidelines, and standards by which the school's efficiency and effectiveness can be evaluated and improved.
- Reviews, analyzes, and evaluates business procedures including but not limited to annual review of employment agreements, health & welfare review.
- Implements policies and procedures that will improve day-to-day operations.
- Ensures work environments are adequate and safe.
- Informs Leadership on compliance issues including personnel policies employee relations, including guidelines on hiring, benefits, compensation, preparation of salary scales, and compliance with all relevant state and federal employment rules and regulations.
- Plans, directs, controls, implements, evaluates and educates staff of relevant state and federal employment rules and regulations.
- Supports school vision and take an active role in mobilizing school staff to achieve the collective goals of the school.
- Improves student/parent satisfaction through policy and procedural changes.
- Leads coordination and integration of efforts among operations; risk management and safety of school environment, IT infrastructure needs with IT Director and facilities needs with Facilities Director to produce smoother workflow and more cost-effective business processes.
- Establishes pro-active programs that addresses culture building, employee engagement, and diversity and inclusion initiatives.

Controller

Job Summary

The Controller works with the Business Department to foster the financial sustainability of the school within a culture of excellence, accountability, integrity, teamwork, and customer service while facilitating the management of the school's financial resources. Knowledge of Raiser's Edge preferred.

Essential Responsibilities include:

- General accounting and financial reporting
- Cash management and bank reconciliation
- Fixed asset accounting
- Budgeting
- Manage the annual financial audit
- Accounts receivable and student billing
- Reconciliations and closing of books at month, quarter and year end.

Accounting Specialist

Job Summary

The Accounting Specialist handles various aspects of the day-to-day account management of fiscal operations under the direction of the CFO and Controller while maintaining the core values of Carondelet.

Essential Responsibilities include:

- Processes Payroll
- Handles Accounts Receivable and Accounts Payable
- Student billing and Tuition collection
- Cash receipts and banking

AV Specialist

Job Summary

The Audiovisual Specialist at Carondelet High School is a dynamic position, and the ideal candidate will possess a broad range of technical knowledge and experience, while also having extraordinary interpersonal skills. This position will be responsible for championing the organization's efforts as it relates to supporting, maintaining, and enhancing our audiovisual systems. The Audiovisual Specialist will serve as a member of the Operational Technology Department. This department is charged with overseeing technology systems including server and network infrastructure, end-user devices (computers and tablets), Google Suite including electronic mail, telecommunications, audiovisual, and copiers and printers.

Essential Responsibilities include:

- Provide support and training for all organization audiovisual systems. This includes projectors, amplifiers, speakers, televisions, Apple TVs, LCD televisions, digital signage, live streams systems, direct view LED wall, clock system, bells, and public address system, and associated systems and cabling.
- Provide support and light installation for audiovisual and multimedia installations in classrooms, conference rooms, and public spaces across campus.
- Perform maintenance checks, troubleshoot, and programming of A/V equipment.
- Create and support the creation of audiovisual content as necessary to support specific events and/or projects. May include images, presentations, video, audio, etc.
- Ensure that practices, procedures, and policies for use of audiovisual systems are documented, inventoried, and made available appropriately.
- Prepare for and support events requiring audiovisual equipment, as assigned. Including providing audio mixing and sound reinforcement for large campus events.
- Empower event organizers to be self-sufficient with their event productions by preparing equipment in advance and demonstrating operating procedures.
- Troubleshoot equipment malfunctions; perform minor repairs or adjustments to audiovisual equipment and identify major repair needs.
- Ensure proper documentation, notification, escalation, tracking, and follow up of audiovisual related incidents.
- Responsible for timely completion of projects, or providing support to a project leader, in the installation or renovation of A/V systems in classrooms, meeting spaces, and public areas.
- Use technical expertise and experience to exercise a sufficient level of judgment to make decisions in support of project completion.
- Provide training and support for virtual meeting environments including Zoom (Meetings and Webinars), Google Meet, and other online or streaming solutions as implemented.
- Manage the campus-wide bell/public address system including programming and maintenance.

Assistant Dean of Student Life and Logistics

Job Summary

The Assistant Dean of Student Life and Logistics helps administer procedures related to student discipline policies, campus safety and security, coverage of events, working with the Student Life team on logistics, initiatives and programs, and is responsible for master scheduling and the transportation needs of the school. They are an advocate for students dealing with personal, emotional, medical and academic needs and works with the Dean of Student Life and Wellness to help foster a positive and supportive educational environment built on trust, safety of the whole child, and with a focus on CSJ mission.

Essential Responsibilities include:

- Student discipline and campus security
- Student life logistics
- Student outreach
- Strategic coordination
- Transportation

Coaches

Carondelet, is a woman-centered, 800-student high school located in the East Bay. The school is currently seeking Coaches for the 2020-2021 season. The positions consist of 10-15 hours per week.

Basketball - Head Varsity, Assistant Varsity

Diving - Head Varsity

Tennis - Head Varsity, Assistant Varsity, and Head JV

Track - Sprints/Relays, Throws

Job Summary

- Works directly under the supervision of the Athletic Director
- Develop and coordinate a competitive high school sports program by working closely with student-athletes, Athletics Trainer, Strength and Conditioning Coach, Academic Advisors, and Athletic Director
- Teach sport techniques, strategic schemes, teamwork and leadership
- Meets regularly with student-athletes to ensure effective communication and that the athletic experience for students is positive and growth-oriented
- Organizes effective practices that focus on skill development and that create greater teamwork with a high level of competitive excellence
- Establish and instill values that model ethics, character, integrity, and sportsmanship
- Schedules all tryouts, practices, scrimmages and league games
- Works within the framework of the Carondelet Mission and the CSJ Charism in helping student-athletes grow and develop as young women of heart, faith, courage, and excellence
- Communicates regularly and effectively with parents
- Open to offering year round clinics and summer camps in conjunction with CHS

Please see our [website](#) for complete job descriptions and to submit an application.