



THUNDER BAY  
CHRISTIAN SCHOOL

## Director of Operations

(Principal designate)

*Education with a Christian perspective draws our attention to the wonders of God and what he has created.*

POSTION: PART-TIME

LISTING DATE: JANUARY 10, 2024

CLOSING DATE: MARCH 29, 2024 (OR WHEN POSITION IS FILLED)

STARTING DATE: AUGUST 1, 2024

### Position Overview:

Thunder Bay Christian School (TBCS) is a Junior Kindergarten – Gr. 10 school that is supported by many churches throughout Thunder Bay, Ontario. Our school is surrounded and supported by a community that volunteers and gives to TBCS with excitement and duty, joyfully serving our Lord. It is a daily blessing to witness and give testament to our students about the value of being part of Gods Family.

TBCS is seeking an energetic and visionary leader to serve as our Director of Operations. As a well-established educational organization, TBCS is dedicated to nurturing students in a Christ-centered environment committed to academic excellence and spiritual growth. The Director of Operations will play a pivotal role in building upon the school's structured direction and growth, encouragement of a positive and collaborative school culture, and ensuring the overall success and well-being of students, faculty, and staff.

The Director of Operations (DOO) administers the office support staff and managers and reports to the Board of Directors, as required. Additionally they will work alongside and keep in communication with many fundamental volunteer school committees and individuals.

### Key Responsibilities

- Serves as the lead spokesperson for the school, personally exemplifying the mission, vision, and core values of the school.
- Oversees/supports and manages the office staff. Managers keep DOO informed of committee discussions/decisions.
- Lead teaching staff, plan and runs staff meetings. Maintains Staff culture/moral. Effectively track the progressive growth of teaching staff. Perform staff evaluations (every second year). Implement and plan staff professional development as per needs.
- Oversee student culture and discipline. Student/Parent/Board communicator (Staff discuss discipline challenges with DOO; together determine when parents are to be notified etc)
- Student culture/life. Chapel - work/oversee with staff in charge (organize presentations and mandatory safety/health education).
- Liaison to the Board, meets with the board monthly.



THUNDER BAY

# CHRISTIAN SCHOOL

- Liaison/communicates to: Maintenance (oversee health and safety, fire/lockdown drill/inspections), HR (staff management and hiring portion), Transportation (communicate bus/driver concerns, and family data), and committees not covered by other managers.
- FSB-PSIE correspondent.
- Christian School Foundation Rep
- Yearly Staff planning: schedules, budget this with the Finance Manager, hiring needs (report to HR)
- Runs/plans community programs: Christmas, grandparents' day, and graduation etc.
- Policy Management/review (stay in contact with board)
- Manage staff absenteeism and attendance.
- Determine the school year calendar and set important dates.
- Review and approve report cards. Sign off on term 3 cards.

## Qualifications & Requirements

### Education & Experience

- Self-motivated, energetic, and organized with the ability to plan ahead.
- Able to calmly engage in transparent and responsible decision making, sometimes on the spot.
- Staff/Employee leadership experience is an asset. Experience in leading positive organizational growth and encouragement.
- A clear comprehension of the Ontario education system and its relationship with the private sector is valuable; if not understood the candidate will work toward prompt insight of it.
- Valuable but not essential Current professional OCT (Ontario Teachers Certificate) certification and a CSTC (Christian School Teachers Certificate)
- Has a broad and confident knowledge working with computers, all Microsoft applications and Adobe. Can quickly adapt and learn new computer programs.

### Commitment

- Evidence of a personal commitment to Christian Education. A realization of the gift that it is to be part of a community of believers dedicated to planting and nurturing seeds of faith in our students.
- Clear evidence of sincere Christian faith and dedicated church membership.
- Alignment with the community conduct standards (schedule H) of TBCS and a commitment to uphold these standards.
- Committed to the Mission, Vision, and Belief Statement of Thunder Bay Christian School.

### Application

To Apply for this position please refer to our website [www.tbcs.school](http://www.tbcs.school).

The “**About Us**” link has a tab for “**Employment**” opportunities. On the Employment page, please reference the “Staff Application Package” for detailed information and application instructions.

**Compensation:** To be determined, based on qualifications and experience. This position could be combined with another leadership and/or teaching position.