



A CHILDREN'S HABITAT MONTESSORI SCHOOL
Operations Manager (full time position, M-F 8:30 AM - 3:30 PM)

Contact: Erika Kambs, Head of School
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Job Title: Operations Manager

Start Date: October 3, 2022

School Description: Indianapolis's longest-running Montessori school and a member of the American Montessori Society (AMS), A Children's Habitat is rooted in the Montessori philosophy of concern for the whole child. Since its inception in 1972, this non-profit [501(c)(3)] Montessori environment has offered a unique curriculum and unparalleled experience—where teachers and families join together to create a passionate community that fuels and guides the school.

The **Operations Manager** primarily handles the day-to-day operations and administrative needs on campus. This position functions as the school's backbone, keeping ACH functioning seamlessly and smoothly. This individual must be punctual, reliable, compassionate, and warm, as this role interacts regularly with the school community. The Operations Manager will model the mission and values of ACH. The responsibilities include, but are not limited to, the following:

- Oversight of all facilities-related issues, including communication with landlord, room scheduling, handling building issues, and overseeing janitorial staff
- Handling COVID related matters, including communication of school policy and tracking cases
- Coordinating weather closure decisions and communications
- Handling daily administrative and communication tasks of the school, including emails & newsletters, TADS and Transparent Classroom tasks, payroll, memberships, ordering supplies, maintaining the school calendar, tracking volunteer hours, and other administrative tasks
- Maintaining student and employee files

Qualifications and skills/experience:

- Confident decision maker
- Motivated, organized, and responsible
- Impeccable organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft excel and Google sheets
- Prior administrative experience preferred

Compensation: Compensation begins between \$35,000 - \$40,000, commensurate with education and experience.

Benefits:

- Paid personal days and school holidays
- Employer contributed SIMPLE IRA
- Reduced summer hours

Application Instructions: Interested applicants should submit the following to erika@childrenshabitat.org

- Cover letter expressing interest in this position and highlighting past administrative experience
- Resume or CV
- Names and contact information of three professional references