



4322 DIRECTOR OF OPERATIONS

Policy Type: Administrative
Applies To: All Staff, Students, Visitors
Approved By: HOS
Policy Reviewed: every 2 years
Adopted: 06 2020
Revisions: 05 2025

The Director of Operations plays a vital strategic and operational leadership role at Langley Christian School (LCS), supporting the school's mission to be a thriving Christian learning community. As a member of the school-wide leadership team, the Director of Operations ensures the school's physical, technical, and logistical infrastructure supports an excellent and sustainable learning environment. By overseeing facilities, safety, transportation, IT systems, and capital project management, this role enables educators and students to flourish within well-maintained, future-ready spaces that reflect care, stewardship, and strategic foresight.

Working closely with the Head of School, Director of Finance & HR, and the three Campus Principals, the Director of Operations contributes to strategic planning and decision-making that is informed, grace-filled, and aligned with LCS's core values. This role is essential to advancing the school's vision of expanding its reach and impact on students and the community while modeling excellence, sustainability, and safety in operations.

1. STRATEGIC LEADERSHIP AND PLANNING

- (a) Participate in strategic planning and school-wide leadership meetings alongside the Head of School, Director of Finance & HR, and Campus Principals.
- (b) Lead the development of sustainable, efficient, and future-oriented operational systems.
- (c) Support LCS's vision and values in all external-facing interactions, promoting transparency and trust with stakeholders.
- (d) Use data and research to inform operational decisions and long-range capital forecasting.
- (e) Collaborate on the design and planning of educational spaces that support learning, safety, and community needs.
- (f) Establish and manage rental agreements and revenue-generating facilities uses.

2. FACILITIES & CAPITAL ASSET MANAGEMENT

- (a) Supervise custodial, maintenance, grounds, and IT support staff.
- (b) Oversee the management of school buildings, equipment, and infrastructure, ensuring operational readiness and safety.
- (c) Manage capital improvement projects, including budgeting, contractor sourcing, scheduling, and execution.
- (d) Conduct regular inspections and ensure compliance with all health, safety, and WCB standards.
- (e) Develop and maintain long-term capital replacement plans, depreciation schedules, and asset inventories.
- (f) Manage snow removal, recycling, garbage disposal systems, and related vendor contracts.

3. TECHNOLOGY & INFRASTRUCTURE

- (a) Oversee school-wide software systems, IT services, and technology infrastructure in coordination with IT staff.
- (b) Ensure systems are secure, functional, and aligned with school-wide instructional and administrative goals.

4. TRANSPORTATION AND LOGISTICS

- (a) Manage busing operations, including scheduling, routing, safety, and compliance.
- (b) Coordinate transportation needs for student activities and ensure cost-effective, safe, and reliable services.

5. HEALTH, SAFETY, AND COMPLIANCE

- (a) Lead the Joint Health and Safety Committee and promote a culture of proactive risk management.
- (b) Develop and implement emergency preparedness plans, including drills, training, and crisis response coordination.
- (c) Ensure school-wide compliance with building codes, insurance regulations, and relevant legislation.

6. PURCHASING AND CONTRACT MANAGEMENT

- (a) Source competitive pricing and manage vendor relationships for capital purchases and facility-related services.
- (b) Establish procurement processes that reflect good stewardship and transparency.
- (c) Collaborate with Finance & HR to align purchasing with budget and audit expectations.

7. TRAINING AND COMMUNITY ENGAGEMENT

- (a) Provide relevant operational training for staff, parents, and board members (e.g., emergency response, transportation policies, facility use).
 - (b) Serve as a key point of contact for operational matters with external vendors and community partners.
 - 8. OTHER DUTIES: Carry out additional responsibilities as assigned by the Head of School, particularly in areas aligned with school strategy and leadership priorities.
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Reviewed: 05 2025