



Managing Director Job Description

POSITION SUMMARY

The Managing Director serves as the managing officer of the school, responsible for the overall strategic leadership, operational management, and financial oversight. This role ensures the delivery of high-quality education, compliance with relevant regulations, strong staff leadership, and the successful execution of the school's mission, vision, and values.

REPORTS TO

Head of School

POSITION TYPE

12-month administrative appointment

DIRECT REPORTS

Facilities, Business Office, Campus Operations, Afterschool & Summer Camp

CORE RESPONSIBILITIES

Strategic Leadership

- Develop and implement long-term strategic plans in alignment with the school's mission.
- Collaborate with the HoS and leadership team to set institutional goals and priorities.
- Promote innovation in educational delivery, student development, and community engagement.

Operational Management

- Oversee daily operations including, afterschool, facilities, safety, business office, campus store and administrative functions.
- Ensure compliance with all regulatory, licensing, and accreditation standards.
- Supervise key leadership roles.
- Ensure clear and timely communication with the school community regarding facility disruptions, closures, or upcoming maintenance schedules.
- Ensuring resources are available to support faculty professional development

Financial Management

- Work with the school's business office and HoS to develop and manage the school's annual budget.
- Monitor and manage the organization's financial performance, including income, expenses, cash flow, and reserves.
- Provide financial analysis and strategic recommendations to the HoS and regional team.
- Develop financial models to support long-term planning and organizational growth.
- Identify risks and opportunities related to the organization's financial health.
- Oversee the finance department.
- Provide support and guidance to non-finance staff on budgeting and financial procedures.

Facilities Management

- Ensure smooth and efficient operations of the school's facilities.
- Oversee day-to-day operations of all school buildings, grounds, and equipment, ensuring a clean,

safe, and functional environment for students and staff.

- Review and ensure there are preventative maintenance plans to minimize unexpected repairs and disruptions.
- Ensure that the school grounds, including outdoor areas, are properly maintained, including landscaping, sports facilities, parking lots, etc...
- Ensure efficient allocation of resources for maintenance, repairs, and improvements.
- Oversee the procurement of necessary materials, equipment, and services for the facilities department, negotiating contracts as necessary.

Health, Safety and Compliance

- Ensure that all facilities comply with health and safety regulations, including local, state, and federal laws.
- Review safety audits and risk assessments and aid in solutions to mitigate risks.
- Assist with development & review the school's emergency preparedness plans.

Project Management

- Lead construction or renovation projects, from planning through to completion, ensuring they are on time and within budget.
- Collaborate with school leadership to plan for future capital projects, ensuring they align with the school's long-term vision.
- Coordinate with external contractors and consultants for specialized work or large-scale projects.

Stakeholder Engagement

- Foster transparent communication and build strong relationships with students, families, and staff.
- Represent the school in external events and professional networks, when needed.

Compliance

- Manage contracts and liaise with external vendors.
- Ensure compliance with all regulatory requirements, including tax filings, audits, and financial reporting standards.
- Develop and maintain effective internal controls and financial policies.
- Coordinate annual audits for various departments

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Education, Business Administration or a related field
- Master's degree preferred
- 10+ years of experience in a senior leadership role (e.g., Finance, Operations, Principal, etc...).
- Proven leadership experience in school administration, private education, or a similar setting.
- Strong understanding of educational policies, school finance, and operations.
- Excellent interpersonal, organizational, and communication skills.
- Ability to lead with integrity, vision, and a commitment to the school's success.
- Ability to work effectively with diverse stakeholders, including faculty, staff, parents, students, and the broader community

LEADERSHIP COMPETENCIES

- The ideal candidate will demonstrate:
- Strong relational leadership and emotional intelligence
- Ability to build trust and maintain positive relationships across the community
- Sound judgment and calm decision-making in complex situations
- Clear and effective communication skills

- Organizational and operational effectiveness

PERSONAL ATTRIBUTES

- Timely
- Effective
- Transparent
- Obtain “buy-in” or explain “why”
- Alignment
- Lead change management
- Mission focused / aligned
- Agile
- Reliability and trustworthiness