

## **Director of School Operations**

### **Bellesini Academy – Lawrence, MA**

#### **About Bellesini Academy**

Bellesini Academy is an independent Catholic middle school serving grades 5–8, dedicated to providing a high-quality, scholarship-based education to students from limited financial means in Lawrence, MA. Serving approximately 120 students, Bellesini Academy provides an academically rigorous and highly structured environment that prepares students for success in competitive secondary schools and colleges. The school’s mission is grounded in high expectations, community, respect, and empathy.

#### **Position Summary**

The **Director of School Operations (DSO)** serves as the school’s senior operational and business leader, responsible for all non-instructional functions of the organization. This role ensures that Bellesini Academy operates with fiscal discipline, operational excellence, and regulatory compliance, enabling the instructional team to focus fully on teaching and student achievement.

The DSO partners closely with the Head of School and the Board of Trustees to design, implement, and continuously improve systems, policies, and processes that support the school’s mission and long-term sustainability. The successful candidate is a strategic thinker, hands-on problem solver, and trusted advisor who brings strong emotional intelligence and a service-oriented mindset to their leadership.

#### **Essential Responsibilities**

##### **Strategic & Financial Leadership**

- Serve as a strategic partner to the Head of School, providing operational and financial insight to support school-wide decision-making.
- In collaboration with the Head of School and the Board of Trustees Finance Committee, develop, manage, and monitor the annual operating and capital budgets.
- Oversee all financial operations, including:
  - Management of the school’s outsourced accounting firm
  - Financial reporting and forecasting
  - Timely and accurate completion of all regulatory and tax filings
  - Coordination and participation in the annual audit process
- Lead the full procurement lifecycle, including vendor selection, purchasing, inventory management, and invoice reconciliation.

- Manage the school's insurance portfolio and lead renewal efforts to ensure appropriate coverage and cost effectiveness.

### **Human Resources & Talent Operations**

- Serve as the school's primary Human Resources administrator.
- Maintain all employee records and HR systems, ensuring accuracy and compliance.
- Administer employee benefits and serve as the liaison to external benefits providers and consultants.
- Plan and execute onboarding for all new employees.
- Ensure compliance with all required HR-related processes, including CORI and SAFIS filings and Child Safety training.

### **Systems, Technology & Information Management**

- Implement and oversee school-wide operational systems that support finance, compliance, safety, procurement, and reporting.
- Serve as the primary liaison to IT consultants and oversee the effectiveness, security, and reliability of technology systems.
- Ensure data integrity and accessibility for operational, financial, and compliance reporting.

### **Facilities & Operations**

- Oversee the maintenance, safety, and upkeep of school facilities.
- Coordinate vendors and contractors for routine maintenance, repairs, and service agreements.
- Partner with the Board of Trustees Facilities Chair to identify, prioritize, and plan capital improvement projects.

### **Compliance & Risk Management**

- Ensure full compliance with all federal, state, and local regulatory requirements.
- Collect, maintain, and organize key school data (e.g., attendance, enrollment, health records) to support required reporting.

- Ensure fire, life safety, and emergency procedures are documented, implemented, and followed to protect students and staff.

### **Grants & Reporting**

- Manage the operational aspects of grants, including documentation, coordination, and reporting requirements.
- Support data collection and reporting necessary to maintain funding and regulatory compliance.

### **People & Resource Management**

- Directly manage non-instructional staff, consultants, contractors, and part-time employees.
- Supervise the School Administrator.
- Foster a culture of service, accountability, and operational excellence across all non-instructional functions.

### **Desired Qualifications**

#### **Education & Experience**

- Bachelor's degree in business, finance, public administration, or a related field required.
- Minimum of four (4) years of professional experience in a school environment (public or private).
- Demonstrated experience managing budgets, vendors, and operational systems.
- Experience with accounting systems; QuickBooks proficiency preferred.
- Bilingual in English and Spanish preferred.

#### **Core Competencies**

- Highly organized, detail-oriented, and results-driven
- Strong written and verbal communication skills
- Empathetic, collaborative leader and team player

- Ability to work effectively with diverse stakeholders, including faculty, staff, students, families, trustees, and external partners
- Sound judgment, discretion, and emotional intelligence

### **Compensation & Benefits**

- **Salary range:** \$80,000 – \$100,000, commensurate with experience and qualifications
- Comprehensive benefits package including:
  - Vacation, personal, and sick time
  - Medical and dental insurance
  - 403(b) retirement plan

This position is primarily office-based within a school environment and requires regular presence throughout the school campus. The Director of School Operations must be able to remain stationary for extended periods while working at a computer, reviewing documents, or participating in meetings, and must frequently use standard office equipment such as a computer, telephone, and copier. The role requires the ability to move throughout the building, including walking between offices, classrooms, and facilities areas, and attending meetings in various locations on campus. The position may occasionally require lifting, carrying, pushing, or pulling materials weighing up to 25 pounds, such as boxes of supplies, files, or equipment. The Director must be able to communicate effectively with students, staff, families, trustees, vendors, and external partners in person, by phone, and in writing. While the standard work schedule aligns with school operating hours, the role requires flexibility, including occasional evening and/or weekend work to attend Board of Trustees meetings and support after-school programming and school events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.