

# Job Description: Director of Business Operations

**Position Title:** Director of Business Operations - Custom Class

**Fills the following Board Appointed Roles:** Chief Financial Officer, Chief Operations Officer, and Business Administrator.

**Employment Type:** Full-Time, Exempt, with Benefits

**Location:** Remote and On location as Needed

**Supervisor:** Board of Directors or Appointee

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## Position Summary:

The Director of Operations is a senior leadership role responsible for ensuring the smooth and effective daily operations of the school. This role oversees athletics, event management, volunteer coordination, financial planning support, and the management of family service centers. The Director will work closely with school leadership, staff, students, and families to promote the school's mission, vision, and values while ensuring compliance with all applicable laws and regulations.

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## Essential Duties and Responsibilities:

### Athletics & Coaching Oversight:

- Recruit, hire, train, and supervise all athletic staff and coaches.
- Develop and implement athletic program policies and procedures, ensuring compliance with school policies, district guidelines, and league/state regulations (including UHSAA where applicable).
- Manage athletic budgets, purchase equipment, and oversee facility use and maintenance.
- Foster an inclusive, supportive environment that promotes student-athlete well-being, development, and sportsmanship.
- Coordinate game schedules, transportation, and event logistics.
- Monitor and ensure student eligibility and safety compliance, including background checks and concussion protocols.

### Community Events & Volunteer Coordination:

- Plan, organize, and execute school-wide community events such as fundraisers, festivals, and parent engagement activities.

- Develop and oversee a comprehensive volunteer program, including recruitment, training, and scheduling.
- Ensure volunteers comply with background check and fingerprinting requirements, and all relevant school and state policies.
- Foster a culture of engagement and partnership among families, staff, and community members.
- Volunteer at a Southern Utah based secular non-profit on average 10+ hours weekly.

#### **Financial Planning Support:**

- Collaborate with the finance team and administration in developing and managing the annual school budget.
- Monitor expenditures and provide regular financial reporting to leadership.
- Support grant writing, fundraising, and donor relations initiatives.
- Ensure operational decisions align with fiscal responsibility and strategic goals.

#### **Family Service Center Oversight & Management:**

- Manage and oversee daily operations of Family Service Centers, ensuring delivery of supportive services to students and families.
- Develop programs and partnerships to address social, emotional, academic, and material needs of families.
- Supervise Family Center staff, ensuring compliance with FERPA, state, and federal guidelines.
- Monitor service outcomes and report on program effectiveness.
- Maintain partnerships with community organizations and agencies to extend resources to school families.

#### **General School Operations & Compliance:**

- Support school administration in policy development, implementation, and enforcement.
- Oversee and manage facility rentals and campus usage, ensuring safety and regulatory compliance.
- Lead or assist in emergency preparedness planning, including drills and safety protocols.
- Address operational challenges and provide day-to-day administrative support to school leadership.
- Maintain confidentiality and uphold the privacy of sensitive information according to FERPA and school policy.

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#### **Work Environment & Physical Demands:**

- Work may require evening and weekend hours for events or emergencies.

- Regularly required to sit, stand, walk, reach, and lift up to 25 lbs.
  - Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions, in compliance with the Americans with Disabilities Act (ADA).
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### **Equal Employment Opportunity (EEO) Statement:**

Custom Class Charter School is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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### **Background Check & Other Requirements:**

Employment is contingent upon the successful completion of:

- State-mandated background check and fingerprinting.
  - Verification of employment eligibility to work in the United States.
  - Compliance with all state and school-specific training and certification requirements.
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### **Compensation & Benefits:**

- Competitive salary, commensurate with experience.
  - Health, dental, vision, and retirement benefits package.
  - Paid time off and holidays in accordance with school policy.
  - Opportunities for professional development and growth.
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### **Application Process:**

Interested candidates should submit the following with the subject "Application for Director of Operations" to [info@customclass.org](mailto:info@customclass.org)

- Resume/CV.
- Cover letter outlining qualifications and interest in the position.
- Professional references.

Applications will be reviewed on a rolling basis until the position is filled.

