



## WCA EMPLOYMENT OPPORTUNITY

To inquire or apply (cover letter and resume), email Jim Whiteman, Headmaster  
[jwhiteman@westsideacademy.org](mailto:jwhiteman@westsideacademy.org)

### **DIRECTOR OF OPERATIONS**

FULL-TIME, BEGINS SUMMER 2021

The Director of Operations will support the mission of WCA through godly responsibility for the oversight of general operations, including human resources, facilities, health and safety, administrative support and technology. The Director of Operations reports to the Headmaster and is part of the administrative leadership team.

#### **Responsibilities include:**

##### **Facilities and Grounds**

- Manage facility operations including maintenance, janitorial, furnishings, grounds and building appearance, seeking excellence that our physical appearance would reflect the educational program we provide.
- Work with the Board, architects, and leadership team to create a long-term plan to effectively meet anticipated growth needs and campus space
- Oversee the facility budget, usage and calendar coordination.

##### **Technology**

- Manage the IT needs of staff and infrastructure, working with our technology services provider.
- Oversee phone operations, copiers, printers, etc.
- Further develop overall technology strategy plan for WCA; oversee technology budget

##### **Health and Safety**

- Oversee the development and implementation of health, safety and emergency policies and plans
- Work with health and safety entities in our community to ensure WCA is compliant and competent in provide a safe and healthy environment

##### **Personnel Support**

- Assist with Human Resources to oversee employee policy and procedures
- Oversee support staff in facilities, cleaning, reception area

#### **Qualifications:**

- A follower of Jesus Christ and personal agreement with our Statement of Faith and the School's mission
- Administrative abilities for carrying out the tasks required, including budgeting, information technologies, and management
- Excellent communication skills, both oral and written
- Professional demeanor with demonstrated ability to establish and maintain effective working relationships
- Personal enthusiasm, optimism, and sense of humor



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As a Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in Godly character with a zeal for learning. To learn more, explore our website at [www.WestsideAcademy.org](http://www.WestsideAcademy.org)