



With support from families, we respect and encourage students to reach their potential *Spiritually* by developing a strong relationship with Jesus and knowledge of His Church, *Academically* by igniting learning, leadership and life skills, *Physically* by learning about and living healthy habits and *Socially* by becoming active members of the community who serve others as stewards of the Gospel so they are the Light of Christ in the world.

Do you want to work for an organization that values and appreciates you? How about one that values work-life balance and believes that staff satisfaction translates into success for everyone?

Are you a mission focused systems thinker? Are you driven towards continuous improvement and excellence? If so, you're in luck! Bosco Catholic School System is looking for an innovative and organized leader to serve as our **School Operations Manager!**

Our thriving K-12 school is located in Gilbertville, Iowa which is a ten minute drive from Waterloo and a 35 minute drive from Cedar Rapids.

We have an abundantly supportive community and families that strongly support our system!

What is a **School Operations Manager** you wonder? Well the School Operations Manager (SOM), working under the leadership of the BCSS K-12 Principal, is the business operations leader for the school. The SOM manages all non-instructional functions, services, and staff so that the instructional team can maintain a concentrated focus on student achievement. The SOM ensures that the school is managed with operational excellence and fiscal prudence by creating, refining and implementing policies and systems that uphold the values of the Bosco Catholic

School System (BCSS). The SOM and his or her team work to create a culture of service and support for the school and community.

What **qualifications** are we looking for? Experience in operations management in a school or a business of similar size and complexity as Bosco Catholic School System is preferred. Experience leading and managing employees is a plus. Requirements for the position are diverse, meaning a degree in business management, education, or related fields will be considered, no degree but proven work experience related to the essential functions of this role will be considered, or a combination thereof!

This is a **year round, full-time, salaried** position with a **competitive compensation package** based **are you waiting for? Apply today!**

Send your cover letter and resume to:

Shelby Douglas, Principal

[sdouglas@boscocatholic.org](mailto:sdouglas@boscocatholic.org)

Applications will be accepted until Monday, May 9th.