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**OPERATIONS (FACILITIES COORDINATOR)**

**Status:** Full Time

**Department:** Administration

**Reports to:** Executive Director

### **ABOUT TRILLIUM CHARTER SCHOOL**

Trillium is a K-12 Public Charter School in North Portland, Oregon. Trillium students are actively involved learners in building personal knowledge of the world around them through action, experience, and reflection. Trillium's education philosophy centers on contextual teaching/learning and constructivism. We utilize a relationship-based model that focuses on problem solving, project-oriented, and collaborative learning. Students engage as active participants in their learning and develop their own meaning and knowledge in the process. Equity, social justice and community are at the foundation of our education model and are woven into our curricula.

Trillium Public Charter High School utilizes an education model that includes proficiency-based assessments, restorative justice discipline and teacher-student advisory leadership work. Please visit [www.trilliumcharterschool.org](http://www.trilliumcharterschool.org) to learn more about our school.

### **POSITION OVERVIEW**

The Operations Coordinator is part of a collaborative team dedicated to Trillium's success and the integrity of the academic process. Great teachers are at the heart of what we do, and are the key to our students' success; therefore all non-teaching positions are designed to support the education environment. Our most successful team members are mission driven, adaptable and have a collaborative team mindset. Our amazing team members combine strategic level thinking with excellent skills in organization and communication. Employment at Trillium Public Charter School requires creativity, critical thinking, intercultural competence, and emotional intelligence.

Bilingual and applicants of color are strongly encouraged to apply.

### **A SUCCESSFUL OPERATIONS COORDINATOR WILL:**

- Collaborate with office and support staff including Secretary, Custodian, Janitorial Assistant, Chef, among others.
- Oversee all building operations including the school building, playground, front and rear grounds, classroom spaces, furniture, etc.
- Coordinate school drills including fire, earthquake, lock in and lock out drills.
- Oversee all building inspections.

- Procurement, material donation management, inventory management and inventory tracking.
- Mindfulness of school properties, materials, and durable goods with consideration of quality, intended use, and anticipated life cycle of these items.
- Assure safety and cleanliness of TCS facilities, including development of appropriate procedures and rules. Make timely decisions regarding the maintenance, safety or improvement of school facilities and equipment.
- In partnership with staff and faculty, coordinate emergency safety planning and ensure plan implementation.
- Monitor property, casualty and workers' compensation reports to ensure that appropriate risk management and loss control strategies are employed.
- Manage rental of school facilities.
- Organize school events including picture day, vision and hearing testing and others as needed.
- Collaborates with Human Resource Coordinator as needed.
- Ensure adequate facilities supervision during school hours.
- Responsible for appropriate use of space, equipment, and material storage.
- Adheres to all school systems, protocols and policies that are developed.
- Maintain a high level of ethical behavior and confidentiality when dealing with student information
- Arrives at work on time.
- Required to be a respectful, cooperative, and reliable team member.
- Maintains professional competence through participation in school provided in-service activities and/or self-selected professional growth activities related to job responsibilities.
- Is available and ready during office hours: 8:00 AM until 4:30 PM Monday-Friday

## **OCCUPATIONAL REQUIREMENTS**

1. FBI Fingerprint clearance required
2. Ability to create a positive, nurturing environment for the student.
3. Ability and desire to work within a collaborative leadership structure, with peers, supervisors and reports.
4. Clear communication skills, both orally and in written form.
5. Ability to respond sensitively to questions and complaints from students, parents, staff and the public and maintain confidentiality of information

## **EDUCATION/VOCATIONAL PREPARATION**

1. Bachelor's Degree or equivalent experience 3-4 years
2. Proficient in Word, Excel and other basic computer skills (e-mail, internet), using a telephone, copier and other office equipment
3. Three years of progressively responsible experience as an Operations Manager.

## **AAP/EEO STATEMENT**

Trillium Public Charter School is a nondiscrimination environment and free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age or disability, because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates. This equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Our school is a safe, inclusive place for all.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**TO APPLY PLEASE SEND A COVER LETTER, RESUME, AND CONTACT INFORMATION FOR THREE REFERENCES TO [MAILTO:HR@TRILLIUMCHARTERSCHOOL.ORG](mailto:HR@TRILLIUMCHARTERSCHOOL.ORG)**