

Job Description: Chief Operations Officer St. Matthew's Parish School Pacific Palisades, California

Title: Chief Operations Officer

Salary Range: \$160,000- \$200,000

Starting Date: May 1, 2025

About St. Matthew's Parish School

Since its founding in 1949, St. Matthew's Parish School has consistently sought to develop and challenge the best that is in its students. To accomplish this, the school provides a challenging and traditional academic program supported by a nurturing environment. Teachers are dedicated to a view of the whole child and are thus responsive to children as people. We believe, therefore, that education works best through a program, which stresses intellectual, aesthetic, and spiritual and physical development; social involvement and responsibility; and moral understanding and maturity. Our vitality as a school and our success with each student depends upon our ability to help each child recognize, appreciate, and develop to the fullest of his or her potential.

Head of School, Alley Michaelson, an alumna of St. Matthew's Parish School, took the helm in July of 2023 and has been an integral and steadfast leader that is committed to the long term success of the School and every student who crosses the Meadow.

In January of 2025, Pacific Palisades sustained significant damage at the hands of the Palisades Wildfire. St. Matthew's Parish School's physical campus has relocated to nearby Santa Monica, California for an interim period of time as the Palisades community recovers. St. Matthew's Parish School will return to its Bienveneda Campus when it is safe to do so.

The Role of Chief Operations Officer

The Chief Operations Officer is an essential member of the School's Senior Administration Team. Reporting directly to the Head of School, this strategic individual will oversee the essential operating functions of a Preschool through 8th Grade campus and support the church.

The Chief Operations Officer oversees non-academic functions of the school including, but not limited to: Facilities (currently contracted), Transportation and Carpool, Food Services (contracted), Safety & Security (currently contracted), Human Resources, The Main Office and Health Office, and short and long term Strategic Initiatives. They liaison closely with the Director of Finance. The COO also works closely with the Board of Trustees, supporting the work of the Head of School. This senior leadership position will represent the School in community activities assigned by the Head of School and all other duties as assigned.

The COO will supervise the following Directors and their staff:

- Director of Human Resources
- Director of Safety and Security



- Director of Facilities
- Manager of Administrative Operations & Support

Duties and Responsibilities:

Campus Operations and Logistics:

- Supervisor to the Director of Facilities, Director of Safety and Security, and the Manager of Administrative Operations & Support
- Responsible for performing and/or managing; capital improvements and planning, lease agreements, vacant property management, management of School office space, real estate development, facility inspections, facility maintenance services, school dining services, and transportation program.
- Oversees long-range facilities' planning, capital improvement planning, and general maintenance planning and implementation of design standards for cleaning, maintenance, and construction.
- Identifies and builds technology infrastructure necessary to ensure high organizational efficiency and effectiveness as St. Matthew's continues to grow in size and complexity.
- Manages, oversees, and coordinates facilities leads in partnership with our contracted services (Joffe Emergency Services and Hines Building Maintenance, currently) during the planning, construction, and closeout phases projects or modernization planning including construction projects, annual audits, financial controls, IT systems, and campus safety plans.
- Acts as a resource person and investigator regarding any emergencies; initiates appropriate actions.
- Prepares notices, public information documents, and other information items, including resolutions, agenda items and documentation required for the School's conditional use permit

Human Resources:

- Supervises Director of Human Resources
- Oversees and manages the human resources team to ensure human resources strategies support business needs and drive organizational success.
- Oversees the development, implementation, adherence to and annual review cycle of HR policies to ensure legal compliance, organization effectiveness, and consistent communication and application, in alignment with current HR best practices.
- Develops and manages the HR department budget at a high level, ensuring strategic allocation of resources and identifying opportunities for cost savings and efficiency improvements.
- Oversees the strategic utilization of HR data and analytics to drive informed decision making (School Surveys), measure the effectiveness of HR initiatives, and ensure the development of key HR metrics and dashboards to track organizational performance and identify trends.
- Promotes a culture of engagement, inclusion, and continuous improvement across the organization by overseeing the development and implementation of employment engagement strategies to foster a motivated and productive workforce.



- Ensures a strategic approach to continuous learning and development within the organization, providing a high-level oversight for the development and implementation of employee training and development programs.

As a Supervisor:

- Participates in the recruiting, hiring, on-boarding, management, and evaluation of all direct and indirect reports, including school-based operations teams.
- Oversees the daily workflow of all divisions and departments under the COO's direction.
- Develops performance goals collaboratively with their direct reports; ensures that performance goals are clearly communicated and current.
- Provides fair, constructive, and timely feedback regarding their team members' outcomes, deliverables, performance expectations and goals.
- Conducts performance evaluations according to established systems and policies.
- Provides assistance, guidance, and coaching support as needed.
- Mitigates and resolves employee issues and disputes as needed.

Competencies:

- In-depth understanding of plant and campus operations, rules, and regulations.
- Excellent interpersonal and communication skills.
- Strong leadership ability, presentation skills and ability to translate complex terms into understandable terms for direct reports.
- Strong analytical and mathematical skills to reason, estimate, analyze and recommend.
- Respect for diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of School life.
- Must be able to supervise both exempt and non-exempt staff.

Required Education and Experience:

- M.B.A., M.Ed., or related advanced degree required.
- Minimum of 7-10 years of leadership experience in operational management; experience at a not-for-profit organization, higher education and/or independent school preferred.

Diversity and Inclusion Statement

St. Matthew's Parish School strives to be a welcoming and inclusive community that values diversity in all senses of the word. We respect the dignity of all people and are committed to making each member of the community feel acknowledged and supported, knowing their contribution and presence are appreciated. We believe that diversity and inclusivity are essential to our mission, our goals to serve, lead, flourish, and the five principles of our Character Covenant: respect, responsibility, empathy, honesty, and fairness. Building and sustaining an inclusive community will create the most potent and effective learning environment and help us learn and work as global citizens.



Additional Benefits

Health/Vision & Dental Insurance	Top tier coverage with zero to low premium contributions. Up to 50% employer paid premium for dependent coverage
Retirement Plan	Up to 9% matched by employer (immediate vesting)
Holidays	Independence Day, Labor Day, Indigenous Peoples Day, Thanksgiving (Wed.-Fri.), Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, and Good Friday
Winter Break	Two weeks for faculty, administration, and staff
Personal Days	3 paid days per year
Sick Days	Up to 9 paid days per year
Vacation Days	Up to 24 paid days per year (for administration and staff) Closed for December Break (2 weeks)
Short Term & Long Term Disability	100% employer paid premium
Flexible Spending Account	Pre-tax spending plan available for health/child care
Health Savings Account	Pre-tax spending plan available for HSA health plans (\$1,500 contributions toward deductible)
And More	Tuition Remission (50% up to two students) discount for After School and Summer Enrichment programs, Educational Assistance Program, Professional Development, Employee Computer Purchase Program

Candidates interested in applying for the position should send a full resume along with two contacts for references to Alley Michaelson, Head of School, at amichaelson@stmatthewsschool.com