



The New Community School empowers bright, talented students who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum uses a customized educational approach to build skills in language and math and to foster academic and personal strengths – igniting the passions and gifts of unique minds.

The New Community School is currently hiring an **Assistant Director of Operations**.

**Job Description:**

Working as a member of our facilities team, the Assistant Director of Operations ensures the safe and ongoing functioning of the school’s physical plant. This is a working supervisory position which directs and supervises the work of the team and outside vendors in all maintenance and housekeeping operations. Functional areas include building maintenance, grounds, and housekeeping, as well as safety and administrative tasks. The Assistant Director of Operations works to develop policies and procedures, staffing plans, and reports and budgets in coordination with school leadership. This position also orders supplies and services, as approved by the Director of Finance & Operations.

**Minimum Qualifications:**

- Knowledge of building trades and the use and maintenance of associated tools, equipment, and materials.
- Considerable knowledge of HVAC systems, electrical systems, and plumbing installation and repair.
- Demonstrated ability to troubleshoot, test, diagnose, and repair a wide variety of electrical, structural, mechanical, plumbing, and HVAC equipment; read and interpret blueprints/schematics, diagrams, drawings, specifications, and operating manuals; and direct, instruct, and inspect the work of others.
- Demonstrated ability to follow both written and verbal instructions and prioritize work.
- Demonstrated ability to communicate and work effectively with multi-cultural populations that support diversity, cultural understanding, and inclusion.
- Demonstrated ability to work independently, and to operate a personal computer and/or computerized maintenance systems.
- Demonstrated ability to lift and/or move heavy objects up to 50 lbs and to work flexible hours depending on assignment.
- Valid driver’s license.

**Preferred Qualifications:** Additional coursework and/or certification in electrical or plumbing is preferred. Some carpentry experience preferred.

**Salary Information:** Salary is commensurate with experience.

**To Apply:** Send resume and letter of interest to Personnel, The New Community School, 4211 Hermitage Road, Richmond, Virginia 23227 or email [employment@tncs.org](mailto:employment@tncs.org).

The New Community School is an equal opportunity employer. The school provides equal employment opportunity to all employees, and job applicants without regard to an individual’s race, sex, sexual orientation, color, national origin, age, religion, veteran status, marital status, disability, genetic information, military service, or other factor prohibited by federal law.