



Job Description: Facility Manager

Ivy Classical Academy is hiring its founding staff members to provide support to its teachers, students, and families when it opens in Prattville, Alabama, in August 2024. Ivy Classical Academy is a tuition-free, public, classical charter school. It is part of the Hillsdale College network of classical charter schools united by curriculum and purpose. Ivy Classical Academy will initially open K-5 and grow to K-12 by adding one grade level each year.

Each staff member is a professional who is esteemed and supported by a staff of colleagues striving for excellence. The staff is entrusted with supporting the mission of Ivy Classical Academy: **To train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.**

The facility manager is a member of the school staff who is responsible for the upkeep and enhancement of our campus facilities.

Primary duties and responsibilities include:

- Coordinate and oversee the maintenance and repair of all school buildings, grounds, and equipment.
- Conduct regular inspections to identify areas for improvement and address any issues promptly.
- Develop and implement preventive maintenance programs to ensure the long-term functionality of facilities.
- Collaborate with school administrators, teachers, and staff to understand their facility needs and address concerns effectively.
- Communicate regularly with stakeholders about facility-related matters, including maintenance schedules, safety updates, and upcoming projects.

Qualities and characteristics of a successful facility manager:

- Champions a vision for a world class facility that is in optimum service to both teachers and students
- Mission driven / purpose aligned work ethic
- Exhibits an entrepreneurial spirit / thrives in a “start up” environment and has the ability to develop systems and programs from the ground up
- Proven experience in facility management, preferably in an educational setting

Preferred

- Three to five years of experience in a school environment



Salary and Benefits

- Competitive salary commensurate with experience and expertise
- Benefits including health, dental, and vision insurance

If interested, send a resume to the Director of Operations, Brian Strain, at careers@ivyclassical.org.