



## Director of Operations (SY 2026-2027)

**Job Description:** This is a full-time, exempt position with an July 1–June 30 work schedule (208 + days). Standard work hours are 7:30 AM–4:00 PM on days designated by the school calendar.

**Position Narrative:** The Director of Operations serves as a senior leader responsible for the effective, efficient, and mission-aligned operations of the school. Working in close partnership with the Headmaster as part of the leadership team, the Director of Operations ensures that all non-instructional functions including facilities and events, building maintenance, safety and security, traffic, lunch and recess, health and front office, and IT systems in support the school’s classical vision, culture of virtue, and commitment to excellence. This role enables faculty and administrators to focus on teaching and learning by providing strong organizational systems, operational clarity, and wise stewardship of resources.

**Reports to:** Headmaster

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Liberty Tree Academy is a tuition-free public charter school that emphasizes traditional values and classical instruction methods. Our curriculum is rigorous and content rich. Our pedagogy is traditional.

**Mission:** Liberty Tree Academy prepares students through a traditional, content-rich education in a disciplined and orderly environment, to be self-governing citizens who are equipped to carry out the vision of our Nation’s Founders to preserve and perpetuate liberty.

**Vision:** Liberty Tree Academy is dedicated to an authentic, traditional American education, to be a community that actively cultivates character in a challenging and engaging learning environment.

### **Position Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Prepare lessons, lesson materials and deliver instruction to facilitate active learning.

### **Building Cleanliness and Appearance**

- Maintain the cleanliness and orderly appearance of the school
- Conduct daily inspections for meeting the expectations of a clean and orderly school
- Work with contracted service providers and custodial employees to ensure that they have what they need to complete the work expectations and discuss priorities and timeliness of their work
- Ensure that purchase requests are filled out and submitted in a timely fashion to ensure custodial supplies are procured

### **Building Maintenance**

- Track all regular maintenance of the facilities and systems within the school
- Resolve issues that have a major impact on the daily work being done in the school, and communicate the plans for the resolution of non-critical issues

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- Ensure that vendors are held accountable to promised timelines and communicate to the rest of the executive team issues about timelines

## **Facility Use and Events**

- Coordinate and schedule building and room use between faculty and staff
- Set clear expectations for setup and tear down of classroom spaces

## **Safety and Security**

- Develop and supervise the Medical Response Team plans, in conjunction with school nurse and other office staff
- Review school security plans yearly to ensure updates to state guidelines
- Maintain camera, security, and access control systems in working order
- Perform frequent checks of building safety throughout the school day
- Schedule security/safety drills (fire, tornado, lockdown, secure) once per month in conjunction with Life Spot
- Provide clear, consistent, and brief security directions to teachers and staff
- Supervise and train with the school security team, to the extent practicable.
- Engage and communicate regularly with local law enforcement to enhance building security

## **Lunch/Recess Oversight**

- Build plans for Recess and Lunch oversight before the start of training
- Organize staff for lunch and recess supervision, ensuring that staffing does not conflict with other school priorities
- Provide clear expectations for student behavior at recess and lunch for staff, including volunteers, to enforce
- Supervise lunch meal quality and communicate with the meal provider about any problems or concerns

## **Health/Nurse and Front Office Oversight**

- Supervise the health office and ensure compliance with Colorado law and CSI policies
- Ensure that the Health Tech is supported in working with the contracted Nurse
- Review, submit or approve purchase requests for health office supplies as necessary
- Supervise front office receptionist and front desk team
- Manage and oversee PTO activities and communications

## **Information Technology Systems and Maintenance**

- Oversee functionality and operability of all technology systems including printers, computer, phones, radios, etc.



- Accountable for contributing to the proper functioning of the school's computer systems by performing a range of skilled technical work to support their operation.
- Install and update company software and hardware as needed.
- Advise and assist in computer and peripheral equipment operation.
- Accountable for assisting computer users to be appropriately skilled in the use of their computer equipment and software.
- Review and assess the effectiveness and functionality of systems.
- Implement security measures.
- Monitor security certifications and compliance requirements.
- Anticipate and report replacement and update costs.

### **Leadership Team Membership**

- Provide non-academic leadership for the school as a member of the school leadership team
- Track high-priority initiatives for the headmaster to predict and solve potential obstacles in the non-academic areas of the school
- Offer feedback on other initiatives of the school, and problem-solving issues as they arise
- Support members of the school leadership team as needed

### **Minimum Qualifications:**

- Bachelor's degree in business administration, nonprofit management, or a related field
- Minimum of 5 years of experience in school operations, administration, or organizational leadership
- Demonstrated experience overseeing budgets, facilities, and operational systems
- Proven ability to manage staff, vendors, and cross-functional teams
- Knowledge of K–12 school operations, including safety, compliance, and day-to-day logistics
- Strong organizational, problem-solving, and decision-making skills
- Excellent written and verbal communication skills
- Alignment with and support for the school's classical mission, values, and culture

### **Conditions of Employment:**

1. All offers of employment are conditional and based on a successful background and reference check.
2. LTA may choose to contact work references other than those specified on your application.
3. The position requires work outside of regular office hours.
4. The position will be at-will.
5. As required by the Immigration Reform and Control Act, the selected applicant must verify, within 72 hours of employment, their legal right to be employed in the United States.

### **Required Physical Activities:**

1. Driving – Frequent
2. Crawling or Kneeling – Seldom
3. Bending – Frequent
4. Walking on uneven surfaces – occasional



5. Working Alone – Occasional
6. Work with Others – Frequent, including email, phone and app communications
7. Lifting, Lowering, and Moving Items Over 50 lbs: Seldom
8. Lifting, Lowering, and Moving Between 25 and 50 lbs: Occasional
9. Lifting, Lowering, and Moving Between 0 and 25 lbs: Frequent
10. Visual Acuity, Near: Frequent
11. Visual Acuity, Far: Frequent
12. Hearing: Frequent
13. Speech: Frequent
14. Hand/Eye Coordination: Frequent
15. Computer and Mouse Use: Occasional
16. Phone Use: Frequent
17. Printer, Scanner, and Other Office Machinery Use: Occasional

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### **What We Offer:**

Salary Range: \$60,000-\$75,000 depending on degree work, experience, and experience with classical education and/or Hillsdale curriculum.

Insurance Coverage: Individuals contracted for 30 hours per week or more on a regular basis are eligible to receive employee health, dental, vision, and life insurance according to the terms of the insurance policies in which Liberty Tree Academy participates at the time of hire.

Retirement Benefits: LTA is a participating employer in Colorado Public Employees' Retirement Association ("PERA") and as such will contribute to a Defined Benefit Plan account for you.

Personal Time Off: All full-time and part-time employees are eligible for paid time off (PTO) of 1 hour for every 30 hours worked up to 48 hours per year (this does not include seasonal stipend positions).

Children of employees will receive priority enrollment.

### **Application Search Timeline:**

- Priority will be given to applications submitted by March 15, 2026. However, this posting will remain open until positions are filled.
- Potential interview dates will begin immediately.
- Start date will be July 1, 2026

**How to Apply:** Submit a complete application in a single email to [HR@ltaeagles.org](mailto:HR@ltaeagles.org). Applications missing required materials may not be considered.

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Required attachments:

- Resume
- Cover letter tailored to the position, explaining how you learned about Liberty Tree Academy
- Educational philosophy (500 words or fewer)
- Three professional or academic references, including email address and phone number
- Unofficial transcripts (encouraged with initial application; official transcripts required upon offer). Applicants may redact age, date of birth, and/or dates of attendance or graduation.

Liberty Tree Academy is an Equal Opportunity Employer and is committed to a workplace free from discrimination and harassment of any kind. All employment decisions are made based upon the needs of the School, job requirements, and individual qualifications regardless of race, ethnicity, national origin, gender status, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other status protected by state and federal laws.

Liberty Tree Academy participates in the E-Verify process in conjunction with the Form I-9 Employment Eligibility Verification on or before the first day of work. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to [www.uscis.gov](http://www.uscis.gov) and click on 'E-Verify' located near the bottom of the page.