



CRISTO REY JESUIT SEATTLE HIGH SCHOOL

Associate Director of Operations

About Cristo Rey Jesuit Seattle High School

Cristo Rey Jesuit Seattle (CRJS) is part of the largest US network of Catholic high schools. This mission focuses on serving students of limited economic means. Our goal is to deliver a rigorous college-preparatory curriculum integrated with professional work experience and spiritual development, empowering students to succeed as scholars and citizens.

Position Summary

The Associate Director of Operations collaborates across departments to refine systems and manage logistics, with a primary focus on operational excellence in facilities, transportation, calendaring, and health and safety. The ideal candidate is tech-savvy, highly organized and committed to CRJS's mission and values. This ideal candidate has strong mechanical skills to address the many facility needs in operating a senior high school, along with the ability to engage with faculty and staff and communicate clearly across all departments. This is a full-time exempt position, reporting to the Vice President of Finance and Operations.

Job Responsibilities:

Facilities

- Oversee campus opening and closing procedures
- Coordinate cafeteria and kitchen maintenance
- Support facilities repair and materials management
- Liaise with landlords, Site Committee, and Owner's Rep on upgrades

Transportation

- Manage third-party transportation partnerships and daily student transit programs, ensuring student safety across the transportation platform.
- Ensure transportation policies and procedures are documented and improved
- Coordinate logistics for field trips and school events
- Oversee vehicle fleet maintenance and compliance

Calendaring & Project Management

- Maintain and coordinate the school's operational calendar
- Lead project planning for the Operations Department
- Develop future-year calendars for leadership review
- Ensure clear communication of school projects to stakeholders

Health and Safety

- Ensure site safety, compliance and annual safety inspections
- Coordinate site health and nursing services (e.g., hearing and vision screening)
- Manage Incident Reporting and record student incidents accurately and on time
- Conduct emergency drills and liaise with local emergency departments

Meals

- Oversee student nutrition program and daily meal service
- Ensure compliance with State and Local Health Department requirements
- Facilitate required training and certification for meal service staff

Qualifications

- Commitment to CRJS's mission and values; belief in rigorous, equitable education for all students
- Bachelor's degree strongly preferred
- Prior experience in operations, logistics, or school administration strongly preferred
- Experience in project and people management preferred
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, OneNote)
- Strong written and verbal communication skills
- Bilingual skills a plus

Compensation & Benefits

- Salary: \$86,000–\$95,000 annually. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.
- A comprehensive package of benefits is offered including medical plan, dental, vision, 401(bk), HAS/FSA, and generous sick leave, vacation, and holidays.

How to Apply

We encourage professionals from a range of backgrounds and experiences to apply (priority deadline is **February 28, 2026**). Please submit your résumé and cover letter via the [CRJS website](#).

Cristo Rey Jesuit Seattle is a Catholic high school that seeks to enflame the intellects and spirits of our students by integrating rigorous college-preparatory academics, professional work experience, and faith development, empowering them to flourish as scholars and citizens.