



THE WHEELER SCHOOL

Director of Operations - Farm Campus

Full-time, 12-month exempt position

Reports to: Chief Operating Officer

Start date: Spring 2025

The Wheeler School, a co-ed, independent day school serving approximately 825 students from nursery through grade 12 across its city and farm campuses, is seeking a **Director of Operations - Farm Campus** to join our operations team. Wheeler is an established institution with a rich 135+ year history, offering an outstanding academic environment for Greater Providence and Greater Boston students.

With 825 students across four divisions—Lower, Middle, Upper, and the Hamilton School for bright dyslexic students—the school maintains a solid financial position and is poised for continued success. A new, experienced Head of School will join the leadership team in July 2025, supported by a highly functional Board of Trustees and a talented faculty and staff of over 220 professionals.

The Farm campus in Seekonk, MA, is a dynamic, multi-purpose campus with multiple athletic fields, tennis courts, a fieldhouse, ropes courses, and many nature trails. The campus hosts year-round programs and is undergoing a significant transformation, including developing a 10,000-square-foot facility for our early childhood program, nature trails, wooded cabins, a teaching meadow, an amphitheater, and a new state-of-the-art aquatic center.

As part of our expansion plans, this new full-time, year-round exempt position is assigned to the Farm Campus and reports to the Chief Operating Officer. The Director of Farm Operations will be responsible for the comprehensive management and oversight of all day-to-day operations at the farm, ensuring the campus is efficiently maintained and operated to support the school's diverse programming.

Key Responsibilities include:

- Overseeing campus facilities and infrastructure, ensuring the campus meets educational programs and recreational use needs.
- Managing the Farm Campus rental operations, including coordinating external groups

and events.

- Develop new programs and initiatives that support the School's mission and vision.
- Collaborating with various school programs such as The Nest, Summer Camps, 6th grade farm program, and grade-level visits.
- Leading and coordinating farm-related operations, including managing construction projects and liaising with town officials, local organizations, and neighboring communities.

Ideal candidates for faculty and staff positions at Wheeler are individuals who demonstrate humor, warmth, and humility. They excel in communication, exhibit empathy, and are skilled in listening and responding thoughtfully to others. Committed, hardworking, and ambitious, they are dedicated to supporting students and creating meaningful opportunities for growth and development. At Wheeler, employees are passionate about engaging with young people in a creative, dynamic, and diverse environment and will find fulfillment in the school's mission and values. Wheeler offers an inclusive, supportive environment and is looking for dedicated professionals to contribute to the continued success and evolution of the Farm Campus.

Primary Responsibilities:

- Work with the School's leadership team to develop and execute plans for the Farm
- Recruit, select, train, supervise, and evaluate six facilities team members
- Identify buildings and grounds maintenance needs and determine the resources required, time needed, and associated repair costs
- Manage all aspects of campus safety and security
- Approve payroll, attendance records, invoice payments, and purchase orders
- Maintain an adequate inventory of supplies
- Procure contractors and supervise the quality of services provided
- Administer and execute school policies and procedures
- Determine the number of staff, equipment, and logistics necessary to support activities at the Farm
- Recommend a multi-year operating and capital improvement budget for the review and approval of the Chief Operating Officer and then manage the approved budgets and projects.
- Manage all health and safety protocols in the workplace and minimize potential risks
- Serve as an on-site supervisor of construction projects
- Document and maintain records, plans, drawings, and specifications of projects
- Offer guidance, in support of the Chief Operating Officer, on planning and design projects

- Principal contact for health, fire safety, building, and code enforcement inspectors
- Ensure building and fire safety code requirements are met, tests are conducted on fire safety mechanisms, and sprinklers pursuant to code
- Conduct and record annual fire evacuation and stay-in-place drills and serve as a member of the Incident Command Team (ICT) and Safety Committee
- Monitor energy efficiency and recommend investments that would produce savings
- Perform routine maintenance of buildings and facilities when necessary
- Approve and coordinate requests to use fields and buildings for school and property rental activities

Employment Requirements:

- BA in business management or related field
- 5 - 7 years of experience overseeing operations of a school campus, summer camp, or relevant experience
- Minimum of 3 years of hands-on management and leadership experience
- Experience with developing, marketing, and implementing programs
- Working knowledge of managing and adhering to budgets and understanding financial reporting
- Experience with event planning and execution

Salary Range - \$90,000 - \$110,000

How to Apply: Interested candidates should submit a resume and cover letter to Ian Moorhouse, Chief Operating Officer, at ianmoorhouse@wheelerschool.org and cc careers@wheelerschool.org by January 15, 2025.

Statement on Diversity and Cultural Competency At Wheeler

We actively seek students, faculty, and staff from diverse backgrounds, believing that a broad range of experiences and viewpoints enhances learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further our community's overall diversity and cultural competency through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state

or local law.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island, and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning paths and passions, challenging and supporting them in pursuing academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.