

The background of the slide is a photograph of a building's exterior. A large section of the wall is covered in dense green ivy. To the left, three flagpoles stand vertically, holding the flags of the United States, the state of Arkansas, and the United Nations. In the foreground, there is a paved walkway and several potted plants, including a large topiary bush in a terracotta pot. A glass entrance with an "EXIT" sign is visible on the right side of the building.

Position Statement
**Director of
Operations and Business**

The Position

The American International School Dhaka (AISD) seeks a visionary leader to serve as our Director of Operations and Business. This pivotal role steers our operations, facilities, and finance teams, driving AISD's mission to become the most relevant educator for internationally-minded students in our region. The ideal candidate will blend strategic insight with operational excellence to shape the future of our dynamic learning community.

The Director will join AISD's dedicated leadership team, overseeing a diverse portfolio that includes facilities management, security, transportation, and food services. They will be responsible for driving forward our ambitious capital improvement projects while ensuring the smooth day-to-day operations of our 4.5-acre campus in the Baridhara Diplomatic Zone.

Our next Director of Operations and Business will be an inspiring leader who elevates those around them through exemplary leadership and modeling. They will foster and extend a culture of excellence and diligence while maintaining an unwavering focus on delivering projects of the highest quality, regardless of scale, on time and within budget.

What Are We Looking For?

Our ideal candidate will have demonstrated through their previous roles the following:

- Strong cultural intelligence, with the ability to navigate the nuances of working in Bangladesh, lead a predominantly locally employed team and advance diversity, equity, inclusion, and belonging across all operational aspects of the school
- A systems thinking approach, coupled with highly developed critical thinking and problem-solving skills
- Strong financial acumen and business enablement skills, identifying and acting on opportunities for improvement and innovation
- Excellent interpersonal and communication skills, fostering collaboration and creating a shared vision among diverse stakeholders
- Adaptability and resilience, with the capacity to manage complexity in a transitory international school setting
- Creative and innovative thinking that contributes to the continuous evolution of AISD's educational and operational practices
- The energy and dedication required for a role that often demands extensive time and effort
- A positive, enthusiastic approach to work that inspires and motivates teams to achieve exceptional results

Scope of Work Includes

LEADERSHIP

- Serve as a key member of AISD's Leadership Team
- Participate in Board Committees, including the Facilities and Finance Committee
- Develop and implement school-wide policies and procedures related to non-instructional functions
- Foster a high Leadership Respect Quotient through effective team management and collaboration
- Oversee and manage the Facilities and Operations budget, working closely with the Head of School and Head of Finance
- Coordinate school-wide events, including logistics, staffing, and resource allocation

OPERATIONS

- Manage facilities to ensure a safe and conducive environment for teaching and learning
- Oversee maintenance, repairs, and renovations of school facilities and residential apartments
- Optimize the use of available resources and facilities
- Conduct periodic inspections of all facilities, including fire, safety, and annual visual inspections
- Monitor and manage all phases of capital construction projects, serving as liaison between the school and contractors
- Recommend and oversee new capital projects, including scope, costs, and bidding processes
- Manage school cleanliness, furniture purchase & placement, and overall facility upkeep
- Oversee food service operations, including quality management, staffing/vendor relations, and meal tracking
- Oversee transportation services, including arrival and dismissal procedures, safe transit of staff, and staff duty schedules
- Oversee leasing agreements with house owners for staff accommodation

FINANCE

Partner with the Head of Finance to:

- Ensure ethical, accurate, and efficient accounting practices
- Maintain timely recovery of receivables and release of payables

- Maintain and strengthen reporting and accountability systems with appropriate checks and balances
- Review, update, and implement financial policies and procedures
- Oversee cash flow management and investment of funds to maximize returns
- Ensure compliance with regulatory requirements under applicable laws
- Develop and monitor the annual budget and a five-year rolling plan
- Lead internal and external audits with zero defects
- Manage inventory effectively

SECURITY & SAFETY

Partner with the Head of Security to:

- Implement precautionary measures to enhance campus and residential apartment safety and security
- Maintain emergency readiness in all areas and conduct regular safety drills
- Develop, maintain, and report on environmental, health, safety, and maintenance standards
- Ensure the school is prepared for emergencies through staff training and regular drills
- Maintain liaison with the Regional Security Officer of the American Embassy, sharing information and best practices
- Oversee and coordinate with contracted security services
- Regularly update manuals with guidelines and processes for security and facilities management

Requirements and Qualifications

Any qualification or requirement that you (the candidate) think you need to be our next Director of Operations and Business is probably required. They should also include the following:

- Proven success at a senior operational level, preferably in an educational or non-profit setting
- Significant experience working in an international environment, with a deep understanding of cross-cultural dynamics
- Relevant advanced degree(s) in Business Administration, Finance, Operations Management, or a related field
- A track record of developing and inspiring diverse teams to achieve exceptional results
- Strong financial acumen and experience in budget management and financial reporting
- Demonstrated expertise in facilities management and large-scale project oversight
- Proficiency in using technology and data to drive operational efficiencies
- Excellent communication skills in English, both written and verbal
- Experience in policy development and implementation in a complex organizational setting
- Knowledge of best practices in school safety and security management
- Familiarity with international school accreditation processes (e.g., NEASC) is desirable.

Terms and Conditions of the Appointment

An initial, two-year, renewable contract offers an attractive and competitive compensation and benefits package commensurate with the responsibilities of this exciting position.

Application Process

Applicants should submit a comprehensive application package consisting of a resume, a compelling cover letter highlighting their qualifications related to the key job requirements, and a statement of operational philosophy. Please combine all documents into a single PDF file and send it to leadershipapp@aisdhaka.org.

Timeline

The successful candidate will start in the first half of 2025, with the exact date being negotiable. All applications should be submitted expeditiously and no later than November 20, 2024. AISD will process applications as they are received and reserves the right to move forward with this appointment when the appropriate candidate has been identified. We are actively committed to diversity, equity, and inclusion in our hiring practices.

Child Protection Policy

AISD is committed to protecting all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children. <https://www.aisdhaka.org/our-school/safeguarding>



The School

The American International School Dhaka (AISD) has operated in Bangladesh since 1972 and is located on a 4.5-acre site within the Baridhara Diplomatic Zone in Dhaka. We pride ourselves on providing a world-class learning and working environment. Our modern, spacious buildings house numerous community facilities, including an outdoor field, two gymnasiums, two libraries, a 350-seat performing arts center, a swimming pool, tennis courts, playgrounds, a fitness center, and over 60 classrooms. All our indoor and instructional spaces are fully air-conditioned, and an extensive air-quality filtration system is in operation.

AISD is a diverse PreK to Grade 12 school serving students from over 40 nationalities. We offer academic programs guided by American education principles and the International Baccalaureate. We aim to unlock students' potential through an innovative holistic program, outstanding educators, personalized learning opportunities, and state-of-the-art facilities. Activities and Athletics are an integral part of AISD's mission. Through a rich co-curricular program, students participate in activities and athletics that promote leadership, teamwork, sportsmanship, discipline, goal-setting, and valuable life skills.

AISD is accredited by NEASC and the International Baccalaureate Organization, utilizing the Primary Years Program and Diploma Program to empower our students to become global citizens. Our students are challenged to achieve their potential and encouraged to become lifelong learners and contribute meaningfully to society.

At AISD, we prioritize the development of our teachers and students and are committed to enhancing the lives of everyone in our school and community. On-campus consultants drawn from across the world form a significant part of our commitment to professional development, alongside educator attendance at in-person and virtual training opportunities. Our "In Residence at AISD" program brings experts in the arts, coaching, storytelling, and deep learning to our campus for extended periods.

Our school is more than just a place of education; it is a compassionate and diverse community that celebrates success, learns from failure, and embraces transition. We take pride in the values that drive our connectedness within the school and with the Bangladeshi community.

Our Core Values

- We are a compassionate, caring, and diverse community
- We act with integrity and respect
- We embrace creativity and balance
- We are proud of our diversity and willingness to collaborate
- We hold each other accountable to these values.

Mission Statement

AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners, and contribute to a changing global society.

Our Vision

Preparing students to become stewards of a just and sustainable world.

The Program

AISD follows the IB curriculum, anchored in the IB Learner Profile, which cultivates internationally-minded individuals committed to creating a better world. Through inquiry-based learning and reflection, students develop critical thinking skills and take responsible action. By embracing diversity, integrity, empathy, and balance, AISD nurtures students to be compassionate global citizens equipped to make positive contributions.

