



ACADEMY OF OUR LADY OF PEACE

San Diego, California

DIRECTOR OF FACILITIES
Start Date: September 2022
aolp.org



**Carney
Sandoe**
& ASSOCIATES



Mission

Founded and rooted in the Gospel values of the Catholic church and the charism of the Sisters of St. Joseph of Carondelet, the Academy of Our Lady of Peace empowers young women in an innovative learning environment that honors the individual while fostering community, and develops faith-filled leaders dedicated to the “love of God and the dear neighbor without distinction.”

OVERVIEW

Founded by the Sisters of Saint Joseph of Carondelet (CSJ) in 1882, Academy of Our Lady of Peace (OLP), is the oldest high school and only all-girls' Catholic high school in San Diego. The school continues to preserve the Sisters' legacy, although they are no longer on campus, in which girls become “women of heart, women of faith, and women of courage.” OLP students are challenged to become academic, social, and spiritual leaders under the banner of “unifying love” from the CSJ founders themselves. Within that mission, students find their voice, and are given the skills to compete at all levels regardless of what their career and aspirations might be.

Academy of Our Lady of Peace seeks a highly organized leader as its next Director of Facilities. Reporting directly to the Head of School, the Director of Facilities oversees campus facilities operations, manages facilities budgets, directs routine maintenance, oversees professional contract work, conducts site inspections and assessments, and develops and maintains long-range facilities master plan for the school. The ideal candidate possesses exceptional communication skills, excellent organizational skills, broad knowledge of business functions, and project management experience. The outstanding director of facilities must understand the technical aspects of the property, support day to day business operations, ensure efficient operation of facilities, mitigate risk, and ensure that facilities meet the needs of clients and staff.

At a Glance

Founded: 1882

Total students: 750

Students of color: 50%

Total faculty: 48 (including counselors)

Faculty of color: 27% (including counselors)

Faculty with advanced degrees: 78%

Student/teacher ratio: 14:1

Tuition assistance &

scholarship budget: \$3,000,000

Students receiving aid: 41%



SCHOOL HISTORY

In 1882, four Sisters of St. Joseph arrived on board the steamship Ancon and founded the Academy of Our Lady of Peace. The expansion of San Diego at the beginning of the early 20th century prompted the Sisters to seek new property. In 1923, the Sisters began a search for property appropriately located for another move. Property in the Mission Hills area near Sunset was their first choice, but in September 1924, property at Copley Street and Oregon Street overlooking Mission Valley became available through the Southern Trust Company.

Plans to expand the school's capacity began in 1924 and the construction on three new buildings ended in 1927. The first school building on Villa Montemar's grounds, called Aquinas Hall, contained classroom space for the 250 grammar school and high school students. The second building, St. Margaret's Hall, was originally utilized as a dormitory for boarders. The crown jewel of OLP is the Chapel, which has been the site of innumerable masses, student liturgies, alumnae weddings, and baptisms of alumnae children.

THE SCHOOL

OLP has successfully educated young women for years to meet the needs of society, always with the charisma of the Sisters at heart: unifying love. OLP is dedicated to the philosophy that academic excellence, leadership skills, and confidence flourish best in an environment with a sole focus on empowering young women.



The school is committed to research-based practices, which foster intellectual curiosity and a passion for learning through an interdisciplinary lens. Each student is encouraged to explore her passions within academic, athletic, co-curricular and spiritual activities, and develop a mindset ready to take risks and strive for excellence.

OLP enrolls 750 young women in grades 9-12 from all over San Diego County and Baja California, Mexico. Students currently represent over 100 different elementary and middle schools. OLP provides an all-girl environment where girls have the freedom to be their authentic selves. In students' four years at OLP, they discover the person they have the potential to become.

ACADEMICS

Creativity is at the forefront of what 21st century companies are looking for in their employees. Here at OLP, students continue to break the mold and think freely. Students are given all the tools they need to succeed in college, including a block schedule and college preparatory curriculum.

OLP faculty strive to incorporate interdisciplinary topics and projects into their courses. The curriculum is designed to prepare students for work in the global economy while also instilling a commitment to civic responsibility, so graduates become positive forces within their community and Church.

The school also offers a Science, Technology, Engineering and Math (STEM) Certificate for students who wish to pursue a STEM field in college. STEM subjects are integrated throughout the rigorous curriculum, giving students the opportunity to learn and create across a variety of disciplines. STEM at OLP focuses on providing young women with courses like robotics, engineering, computer science, and biotechnology in effort to prepare students for meeting the needs of tomorrow's society.



THE ARTS

OLP recognizes the importance of cultural development in all of its students. When learning is approached through, with and by the visual and performing arts, creativity is cultivated, innovative thinking is fostered and imagination is both celebrated and enhanced. OLP provides and requires participation in visual and performing arts course work. A few of these innovative elective courses include Pilot TV, digital arts, dance, painting, watercolor, ceramics, music theory, AP art courses, and more.

ATHLETICS

It is the philosophy of the Department of Athletics to foster mutual respect among participants, instill a commitment to excellence within each athlete and to promote team unity, cooperation, and self-discipline. Further, individual athletes are encouraged to become the finest athlete possible, learning life-long team-building skills and how to discern the appropriate value of sports.

OLP remains at the forefront of athletic recognition with 20 competitive CIF interscholastic athletic teams and four Club Sport teams. Students compete in volleyball, soccer, tennis, softball, archery, track, surf, cross-country, dance, basketball, golf, cheer, equestrian, and swimming & diving.

College Acceptances

Students from the class of 2021 were admitted to the following institutions, among others:

Allegheny College
Boston College
Boston University
California Polytechnic University
Chapman University
Cornell University
Emerson College
Fordham University
Georgetown University
Gonzaga University
Harvard University
Howard University
Johns Hopkins University
Loyola Marymount University
Marquette University
New York University
Northeastern University
Oregon State University
Parsons School of Design
Pepperdine University
Pomona College
Seattle University
Stanford University
Texas Christian University
Trinity College Dublin
Tufts University
University of British Columbia
University of California-Berkeley,
Davis, Irvine, Los Angeles, San
Diego, Santa Cruz
University of San Diego
University of Southern California
University of Washington
U.S. Air Force Academy
Virginia Tech

[See the full list.](#)



STUDENT LIFE

Every student at OLP is helped to realize she is a unique human being with gifts that can be developed and shared. In addition to a full class schedule, students become active participants in a variety of school clubs, athletic teams, fine arts experiences, and social events.

In a supportive atmosphere created to meet a young woman's needs, OLP sponsors enriching events in the fields of art, music, drama, and dance. Our annual Spring Sing calls upon the combined talents of the entire student body in a unique musical program that is entirely written, directed, choreographed, and performed by the students themselves.

Students regularly plan and participate in liturgical celebrations, retreats, and family-oriented spiritual celebrations like the winter Candlelight Procession. Working with the Theology faculty and the Campus Ministry department, students grow in their awareness of the spiritual life and celebrations of their Church. Through the guidance of caring faculty members and counselors, students grow in Christian values and develop lifelong friendships. OLP is alive with school spirit, commitment to personal growth and development, and the sharing of community life.



CAMPUS

OLP's campus, built in the early 1920's, features a library, event center, amphitheater, weight & conditioning spaces, athletic facilities, dance studio, and expansive North Terrace Lawn.

Newly renovated in 2020, Navarra Hall and the Shiley Center for Science and Innovation is the perfect blend of OLP's historical presence and OLP's future. The building is home to the PTV Studio, also known as Pilot Productions. With a full sound and editing room as well as state-of-the-art technology, PTV can broadcast to the full school community daily and produce high-quality videos for student learning and promotional. The Shiley Center for Science and Innovation is home to OLP STEM, and includes a maker's space equipped with power tools, 3D printers, and moveable workbenches. It also boasts six, brand-new, state-of-the-art science labs.

SAN DIEGO, CALIFORNIA

San Diego has been called "the birthplace of California." Situated on the coast 120 miles south of Los Angeles and adjacent to the Baja Peninsula in Mexico, the city is known for its mild year-round climate, natural deep-water harbor, extensive beaches, long association with the United States Navy, and recent emergence as a healthcare and biotechnology development center. With a population of more than 1.4 million, it is the second-largest city in California. Its main economic engines are defense-related activities, tourism, international trade, and manufacturing. It also has a flourishing arts community — with nine designated arts districts.



With Tijuana just across the border, the region is the second largest trans-border community between the United States and a bordering country after Detroit-Windsor, with a population of 4.9 million.

San Diego is home to numerous art museums, including the San Diego Museum of Art and the Museum of Contemporary Art in San Diego. It is also home to the San Diego Symphony and The San Diego Opera, the latter of which was ranked as one of the top 10 opera companies in the United States. Among its professional theaters are the La Jolla Playhouse and the Old Globe Theatre, both of which have produced world premieres of plays that have gone on to win Tony Awards or nominations. Its top professional sports team is the San Diego Padres.

According to education rankings released by the U.S. Census Bureau, 40% of San Diegans ages 25 and older hold bachelor's degrees. Based on these figures, the census ranks the city as the ninth-most educated city in the United States. The city is home to a wide range of public and private colleges and universities. It has one major medical school, the USCD School of Medicine, and three accredited law schools.

OPPORTUNITIES AND CHALLENGES

The Director of Facilities models the highest standards of professional and collegial conduct in support of the mission of Academy of our Lady of Peace (OLP) and the charism of “Unifying Love” from the founding order, the Sisters of St. Joseph of Carondelet (CSJ).

Under the administrative direction of the Head of School, plans, coordinates and manages campus-wide construction of new facilities and modification of existing facilities; conducts needs assessments and develops and maintains a long-range facilities master plan for the school; plans and oversees professional services contract work; manages hard costs and soft costs. Oversees campus facilities infrastructure, personnel and health and wellness program.



Essential Responsibilities:

Leadership:

- Support and participate in all aspects of the school's strategic planning processes; oversee the fulfillment of strategic plan benchmarks;
- Act as staff liaison to the board in respect to the position; attend board committee and Board of Directors meetings as required by the Head of School;
- Serve as a member of the school's Executive Leadership Team;
- Plan, direct, and coordinate the maintenance and operations of physical plant; including, building maintenance and operations, campus health and safety, custodial services, outsourced food service, grounds and landscaping maintenance, student transportation and campus events;
- Establish and maintain rapport with parents, faculty, staff, and others interested in the continued development and growth of the campus and school;
- Oversee compliance of Federal, State and Local Environmental health and Safety jurisdictions;
- Oversee development of policy for hazardous material acquisition, storage, spill, and disposal;
- Management of OLP student transport program;
- Recommend employment, transfer, promotion, or termination of personnel assigned to the operations of school facilities;
- Work collaboratively with a diverse group of people creating an open and inclusive environment.

Capital Projects:

- Plans, organizes, leads, and monitors the activities and operations of assigned construction projects; coordinates and develops construction, modernization, alteration, relocation, and other capital outlay projects; and prepares construction specifications and cost estimates as appropriate;
- Develops and administers contracts for construction and modernization projects; recommends and develops "requests for proposals" for hiring architects, engineers, inspectors, and other experts; prepares and develops plans and specifications for repairs, alterations or additions to buildings for bid by outside contractors; and negotiates contract changes as needed;



- Coordinates the work of stakeholder committees and the design process; provides input and recommendations related to the design and specifications of construction and modernization projects;
- Responsible for oversight of the architectural planning, engineering, and construction of OLP facilities in partnership with appropriately identified experts;
- Attends construction meetings, monitors and inspects progress at modernization/construction sites, and certifies work progress.

Site Services Management:

- Determine and direct needed maintenance or repairs to buildings, grounds and equipment;
- Monitor the faculty's management of classroom facilities;
- In partnership with the Director of Technology, coordinate any school wide technology upgrades or purchases;
- Work in cooperation with program directors to ensure program needs are met;
- Approve and manage in consultation with appropriate program directors the rental/use of school facilities by other civic or community organizations;
- Utilizing identified software to coordinate internal rental of facilities, and all events set- up;
- Direct the energy management program for the school and make provisions for the same;
- Coordinate and maintain the use of school vehicles including the procurement of any additional vehicles needed for school related activities;
- Control the issuance and records of keys to all school personnel;
- Continually research ways to maintain and upgrade the historical school facilities.

Safety and Security:

- Coordinate and oversee all school safety and security measures;
- Coordinate the school's emergency and safety plans in consultation with members of the Executive Leadership Team, faculty and staff;
- Conduct annual safety and evacuation training for faculty, staff and students in partnership with local first responders;



- Coordinate the school's fire alarm systems for all buildings and grounds including annual inspections;
- Coordinate with outsourced security vendors as additional security and safety is needed for schoolwide events and activities;
- Maintain the school's traffic control plans in compliance with the existing school CUP.

Financial, Insurance, and Government Compliance:

- Ensure compliance with SB 198, Injury and Illness Prevention Program, along with all OSHA requirements;
- Ensure adequate insurance coverage for all buildings and their contents in partnership with the Director of Finance;
- Prepare bid proposals for new equipment purchases and service contracts;
- Plan with the leadership team, particularly with the Head of School, the short term and long term capital improvement needs of the school facilities;
- Prepare and manage the school maintenance and plant operations budgets in consultation with the Director of Finance;
- Prepares and files all necessary reports required by government and city agencies, and ensures compliance with local, state and federal mandates related to facilities and site service operations;
- Other duties as necessary to meet the demands of the position.

Health and Wellness:

- Oversee the COVID state compliance requirements as it impacts site safety and regulatory procedures;
- Management and oversight for the Administrative Assistant and COVID Lead as it pertains to COVID testing, COVID community communications, and articulation of current procedures;
- In partnership with the Head of School, Assistant Head of School and Director of Finance, identify, develop and deploy appropriate training for faculty and staff related to COVID, Bloodborne Pathogen, and other regulatory safety policies as applicable.



DESIRED QUALITIES AND QUALIFICATIONS

- Knowledge of the laws, regulations, programs, agencies, and processes governing school facilities acquisition and construction; school building needs, uses, and capacities; funding vehicles for school facilities; school and departmental budget and accounting practices; key practices, materials, processes, and timelines in the school construction process;
- A minimum of five years of progressively responsible facilities planning and construction experience, with emphasis on managing complex or multiple large-scale construction projects;
- Supervisory and school construction experience; familiarity with school facilities regulations and compliance to local, state and federal building and safety codes;
- A Bachelor's Degree in a related field and/or equivalent years in experience, with courses in facilities or urban planning, architecture, finance, or project management is highly desirable.
- A Master's degree is preferred.

TO APPLY

Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Scott Roy

Search Consultant

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