

McLean School

Transformative.



Opportunity Statement

DIRECTOR OF FACILITIES

Start Date: June 1, 2026

About McLEAN SCHOOL

For more than 70 years, McLean School has helped bright students realize their full potential by providing a comprehensive K-12 college-preparatory program grounded in an understanding of each student's individual strengths and challenges. Through its Abilities Model®, McLean transforms lives by supporting students to become confident, successful learners who are known, valued, and understood.

CORE VALUES

McLean School is an inclusive community dedicated to fostering confidence, empathy, and academic achievement for each individual student. At McLean, the teacher-student relationship is fundamental.

1. Creativity, innovation, intellectual curiosity, and academic achievement
2. Inclusiveness
3. Flexibility
4. Respect
5. Wellness
6. A welcoming community

5:1

Student to Teacher Ratio

38%

Students of Color enriching
the diversity of our school

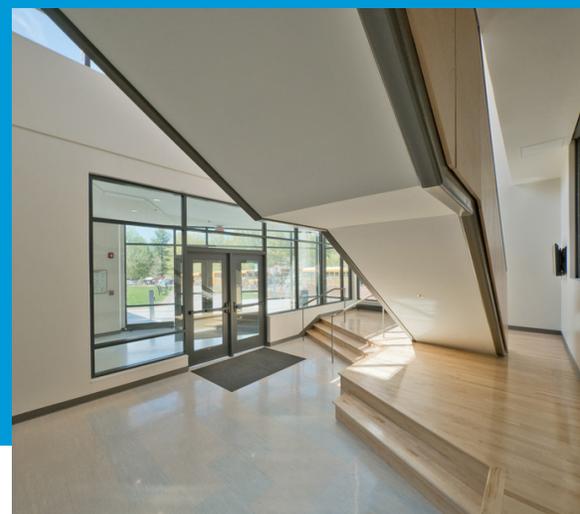
POSITION OVERVIEW

Director of Facilities

McLean School, a K-12 independent school located in Potomac, Maryland, seeks an experienced, highly skilled Director of Facilities to lead and manage all aspects of campus operations, maintenance, safety, and event support across its main and satellite campuses, beginning May 2026. Reporting to the Associate Head of School for Finance and Operations, the Director of Facilities ensures that the School's buildings, grounds, and systems are safe, well-maintained, and support the School's vibrant teaching and learning environment.

The ideal candidate will bring both hands-on expertise and strategic leadership. They will be as comfortable developing budgets and managing vendors as they are assisting in the physical setup of major school events and responding to maintenance needs. The Director of Facilities serves as a collaborative and trusted partner to faculty, staff, administrators, and contractors—helping to ensure the smooth daily operation of the School and the long-term sustainability of its campus infrastructure.

McLean School, located in Potomac, Maryland, sits on a 9+ acre campus in a residential neighborhood. The Middle and Upper Schools (grades 5-12) occupy a 90,000 sq. ft. building, and the Lower School (K-4) is located in a separate facility 2 miles away.





KEY RESPONSIBILITIES

■ Leadership & Administration

- Provide overall leadership, planning, and direction for facilities management, maintenance, and operations.
- Supervise, organize, and support maintenance and custodial staff, as well as subcontracted vendors, to ensure high standards of service and professionalism.
- Develop and manage facilities-related budgets and monitor expenditures.

■ Facilities Operations & Maintenance

- Lead and perform daily maintenance, repair, and improvements of the School building, systems, and grounds, ensuring compliance with all safety, health, and environmental regulations.
- Manage preventive maintenance schedules for mechanical, electrical, plumbing, and HVAC systems.
- Supervise subcontractors, including for HVAC, landscaping, fire and sprinkler systems, pest control, plumbing, electrical, carpentry, painting, concrete, roofing, asphalt, and flooring. This includes soliciting bids, reviewing and approving contracts, overseeing vendor performance, and working with the School's Business Office to ensure timely payment in accordance with contractual terms.
- Oversee and evaluate subcontracted cleaning crews to maintain the School's standards of cleanliness and presentation.
- Maintain familiarity with and oversight of systems related to life safety and compliance, including fire alarms, sprinkler and backflow systems, boilers, elevators, extinguishers, lead-water testing, and playground safety.
- Monitor and maintain boilers, heating, and cooling systems remotely during off-hours, particularly during inclement weather.

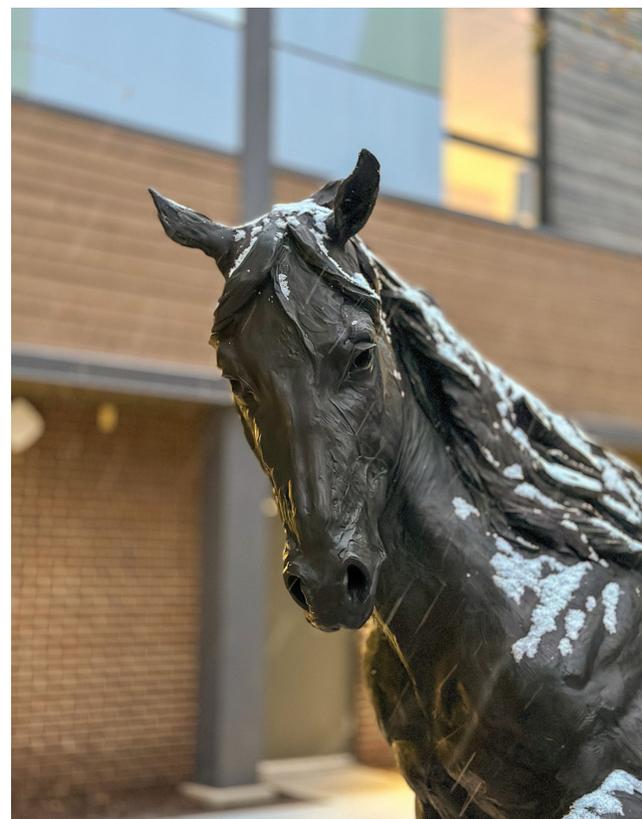


■ Event and Program Support

- Participate in, coordinate, and oversee facilities support for all on-campus events, including assemblies, performances, graduations, athletic events, and community gatherings.
- Manage furniture inventories, ordering, delivery, and quality control.
- Collaborate with faculty and staff to design and build sets and props for multiple school plays annually.
- Provide logistical support for school activities, ensuring that facilities are prepared and functional for every event.

■ Campus Safety & Emergency Response

- Ensure compliance with local, state, and federal regulations related to life safety, fire codes, asbestos awareness, and environmental standards.
- Maintain relationships with fire marshals, inspectors, and regulatory agencies.
- Coordinate safety inspections and ensure timely corrective action for any deficiencies.
- Participate in emergency response planning and ensure facilities' readiness for crises, including weather-related emergencies.
- Demonstrate commitment to on-call availability for snow removal, storm response, and after-hours maintenance to ensure campus readiness.



HANDS-ON SKILLS & TECHNICAL EXPERTISE

The Director of Facilities is expected to possess broad practical knowledge and the ability to assist directly in maintenance and repair, including:

- Carpentry (wood, metal, and drywall), painting, flooring (tile, wood, and carpet), suspended ceilings, and door and window repair.
- Electrical systems: installation and maintenance of light fixtures, switches, outlets, emergency devices, and circuit repairs up to sub-panels.
- Plumbing systems: installation and repair of toilets, faucets, valves, and drains, including clearing major lines and maintaining water fountains and filtration systems.
- Basic appliance maintenance (ice machines, refrigerators, freezers) and minor gardening tasks (flowerpots, raised beds, mulch).
- Installation of whiteboards, tack boards, monitors, and classroom fixtures.
- Assembly and repair of office and classroom furniture.
- Ability to lift or move items weighing up to 150 pounds and perform physically demanding tasks as needed.
- Readiness to assist in emergency cleanups and perform housekeeping tasks when necessary, maintaining a high level of responsiveness to the School's needs.

QUALIFICATIONS

- Minimum of 7-10 years of facilities or maintenance management experience, ideally in a school or campus setting.
- Strong supervisory skills and experience managing diverse teams and contractors.
- Broad technical knowledge across multiple trades, including HVAC, electrical, plumbing, and carpentry.
- Proficiency with spreadsheets, Google Workspace, and Apple productivity tools.
- Excellent communication, organization, and time-management skills. Spanish language skills are a plus.
- Ability to work collaboratively, flexibly, and courteously with faculty, staff, students, and parents.
- Commitment to McLean School's mission and to maintaining a safe, inclusive, and welcoming campus environment.

Salary Range: \$90,000-\$130,000





HOW TO APPLY

McLean School has engaged Dovetailed to lead this search.

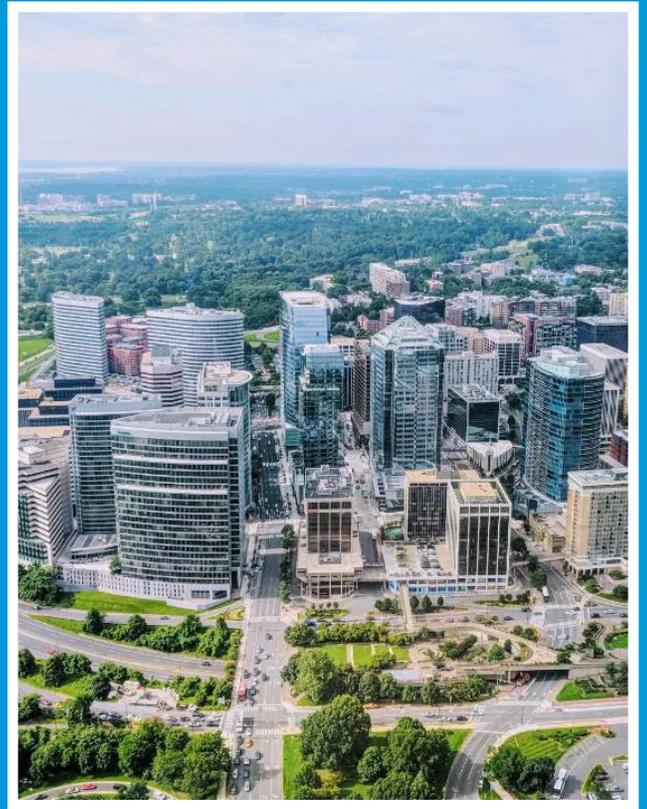
Interested candidates should email a cover letter (addressed to Jeffrey Berman, Association Head of School), a resume, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Senior Recruiter, at madison@dovetailedsourcing.com.

Please do not contact the school directly.

McLean School is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, religion, ancestry, national origin, age, sex, marital status, sexual orientation, gender identity, family responsibilities, disability, genetic status, or any other characteristic protected by applicable law. If you need a reasonable accommodation due to a disability during the recruitment process, please contact Director of Executive Support and Recruitment, Robin Speller.

Potomac, Maryland

Potomac is an affluent suburban community just outside Washington, D.C., known for its beautiful tree-lined neighborhoods, expansive estates, and top-ranked public schools. Offering a blend of quiet residential living and convenient access to the nation's capital, Potomac features scenic parks, golf courses, and proximity to the Potomac River. With its strong sense of community, excellent amenities, and easy commuter access, Potomac remains one of the most desirable places to live in the region.



HIGHLIGHTS

Proximity to Washington, D.C.

Located just outside the nation's capital, Potomac offers convenient access to downtown D.C., major employment centers, and three international airports. Residents enjoy an easy commute while living in a peaceful suburban setting, making it ideal for professionals who want both accessibility and privacy.

Dining & Entertainment Options

Potomac offers a curated mix of upscale dining, local cafés, and boutique shopping, with additional entertainment and cultural attractions just minutes away in neighboring communities. Residents enjoy a balance of refined local spots and easy access to the vibrant restaurant and arts scene of the greater D.C. area.

Scenic Parks & Outdoor Recreation

With close proximity to the Potomac River, scenic trails, golf courses, and nearby parkland, residents enjoy abundant opportunities for outdoor recreation. From hiking and biking to waterfront views, the area offers a natural retreat just minutes from urban amenities.