CB Operations Specialist

Location: Remote

Reports To: Director of CB Academics

Capacity: Part-Time transitioning to Full-Time

We're looking for an Operations Specialist to join the Classical Baccalaureate (CB) team and keep the systems behind it running: school records, exam operations, college credit communications, and contractor administration. The CB is the first rigorous, classically rooted alternative to AP and IB, and over the next two years it launches a diploma pilot with founding classical schools and a state course pilot in Florida. In your first year you'll run CB's exam operations directly; as the exam program grows to seven courses examined twice a year, you'll hire and supervise an Assessment Operations Coordinator and hand day-to-day exam work to that role. This is a role for someone who builds systems that last, loves getting the details right, and wants that work to serve a mission.

What You'll Do

- Manage the CB exam calendar and exam operations with CLT's operations team, starting with the spring 2027 exams: registrations, testing sites, materials, and test-day support.
- Hire, train, and supervise the Assessment Operations Coordinator, handing over day-to-day exam operations as that role grows.
- Build and maintain CB's database of schools using CB courses, CB exams, or the CB Diploma, including Florida state pilot schools, diploma pilot schools, and independent schools, and the student records system the School Liaison Officer uses.
- Handle communications with colleges and universities about CB credit: keep a current record of institutions' credit policies, answer their questions, and bring policy conversations to the CB directors.
- Coordinate logistics with outside partners for events, institutes, onsite training, testing sites, and school resource needs.
- Help the CB Assistant Director administer contractors and examiners: agreements, schedules, and payments.
- Help the School Liaison Officer onboard new diploma schools, and back up records entry during busy periods.
- Answer schools' operational questions, and send questions about the program or a student's progress to the School Liaison Officer, who is every diploma school's first point of contact.

What We're Looking For

- Bachelor's degree or equivalent.
- 5+ years of experience leading operational systems, ideally in schools, testing, or an education organization.
- Experience building new systems to streamline operational workflow.
- Experience hiring, training, or supervising staff.
- Experience managing databases or a CRM, such as Salesforce, HubSpot, or Airtable.
- Clear written and verbal communication skills.
- Ability to work across multiple departments.
- Experience with or affinity for classical education, great books, liberal arts, or assessments.
- Demonstrates CLT's core values: Passionate, Humane, and Anchored.

Company Values & Culture

Classic Learning Test (CLT) exists to reconnect knowledge and virtue by providing meaningful assessments and connections to seekers of truth, goodness, and beauty. Our work is shaped by three core values: Passionate, Humane, and Anchored.

Passionate - We love classical and liberal arts education and see our work as contributing to its renewal. We value curiosity, eagerness to learn, a sense of urgency, and the willingness to care enough to disagree constructively.

Humane - Every tester, coworker, and administrator is more than a number. We "hug the customer," seek the need behind the need, and design with empathy, clarity, and respect—while maintaining balance by working hard and resting hard.

Anchored - We are committed to truth, goodness, and beauty, and to the tradition that inspires CLT's mission. We value principled, resilient team members who stay loyal to the mission even when challenges arise and who connect their craft to a purpose larger than themselves.

Compensation & Benefits

- Compensation is competitive and commensurate with experience.
- Health, dental, and vision insurance are available to full-time employees, with CLT contributing the majority of employee premiums.
- 401(k) with employer match.
- Paid time off includes all U.S. federal holidays, as well as dedicated Easter, Thanksgiving, and Christmas/New Year breaks.
- Parental leave: 6 weeks of paternity leave and 12 weeks of maternity leave.
- Flexible work environment: Work remotely from anywhere within the U.S.

How To Apply

If you're excited by the idea of building the operations behind a new diploma and exam program, and you enjoy turning moving parts into systems that run smoothly, we'd love to hear from you. Please submit your resume, an example of an operational system you've built or improved, and a brief note about why this role interests you to careers@cltexam.com