



Job Title: Student Commons & Experience Coordinator

Reports to: Upper School Head

Status: Full-Time (40 hours- Mondays-Fridays from 8am to 4:30pm)

Supervises: None

Character Qualities

- Personal faith in Jesus Christ defines and informs all aspects of life
- Remains in good standing with a local church
- Consistently models humility, grace, strength of character, and the fruit of the Spirit
- Intentionally pursues community and develops genuine relationships with students, parents, and staff
- Seeks ongoing personal development
- Maintains a personal appearance that is professional and modest

Relational Qualities

- Possesses good people skills and communicates effectively using acceptable English in written and oral communication; speaks with clear articulation
- Respectfully submits and is loyal to constituted authority
- Consistently gives and receives feedback
- Is able to diffuse difficult situations, solve problems, and respect confidentiality
- Visible on campus and at school activities; recognizes the sensitive nature of his/her presence
- Acts objectively when own children are attending VPA

Role Specific Responsibilities

- Supervise the Student Commons area any time students are present.
- Manage the student snack shop & coffee bar (incl. Scheduling student workers and tracking their service)
 - Keep the snack & coffee bar stocked/manage the shop budget
- Morning & Afternoon Gate duty
- Manage X-period (direct students to classrooms that are still not at capacity each morning)
- RS lunch duty monitor
- Manage the US hot lunch distribution
- Maintain the order of the Village and deck social areas (General social spaces manager)
- Serve teachers with grading as time permits
- Coordinate all standardized testing (CTP, PSAT, AP, CLT)
- Provide a go-to space for students who have to be dismissed from the room for various reasons (making up a test, working in a small group discussion as part of a classroom activity, etc...)