



Job Title: Upper School Head

Reports to: Headmaster

Supervises: Logic and Rhetoric school teachers, aides, and assistants

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
- Has the ability to delegate and follow-up
- 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

Responsibilities

- Assists with hiring the faculty and staff he/she will be managing
- Performs observations and evaluations for all staff he/she will be managing
- Provides quality professional development opportunities for staff
- Provides quality training for parents
- Provides encouragement and inspiration to staff
- Serves with the admissions team to evaluate and decide on all enrollment applications
- Administers student discipline according to the handbook guidelines
- Conducts all necessary faculty meetings
- Oversees and provides direction for parent-teacher communication
- Supervises applicable teacher aides and volunteers
- Ensures that a standards-based curriculum complete with scope and sequence for all grade-levels and subjects is in place that meets or exceeds national academic standards.
- Oversees the professional and spiritual development of the upper school administrative staff, including but not limited to the student life director, academic director, and college counselor.
- Oversees student spiritual development
- Oversees student counseling (personal & spiritual)
- Ensures Valor has a comprehensive approach for graduates to be equipped for college



and have access to the resources they need for admissions to college.

- Ensures Valor has expanded enrichment activities to facilitate leadership development and additional growth in specific areas of interest.
- Crafts goals and objectives for the upper school divisions (LS/RS)
- Maintains a positive and safe faculty & staff work environment
- Maintains a positive and safe student learning environment
- Promotes Valor by meeting with prospective families, giving tours of the building, and speaking at interest meetings
- Respond to and immediately address any active threats on campus.
- Patrol the campus during key times, such as drop-off and pick-up.
- Conduct regular door sweeps and brief the Director of Operations on any safety issues.
- Collaborate with campus staff and other Valor personnel to ensure a secure environment.
- Participate in emergency planning and drills; assist in campus emergency preparedness.
- Adhere to Valor Preparatory Academy's safety policies and act as a liaison between the campus and emergency services.
- Maintain confidentiality and professionalism at all times, in accordance with Valor standards.
- Other duties as assigned by the Headmaster

In conjunction with other administrators:

- Develops and implements Valor's Continuous School Improvement Plan (CSIP)
- Develops schedules for the upper school divisions (LS/RS)
- Interviews prospective families
- Interviews prospective staff
- Is present and participates in Valor special events, including but not limited to the Christmas Program, interest meetings, Grandparent's Day, athletic events, and other whole school events

Upper School Head

Date

Head of School

Date