



Job Title: Director of Upper School Operations

Reports to: The Director of Upper School Operations serves in a **dual reporting structure:**

- **Student Life Director** – for all student trips, retreats, and student life events
- **Head of Upper School** – for internal operations and Upper School systems

Status: Part-Time (30 hours)... Possible schedules include:

- Five 6-hour days, or
- Three 8-hour days and two shorter days

Pay: \$25,000-\$30,000 salary per year

Long-Term Goal: The long-term goal of this role is to build and maintain strong systems that ensure the continuity of the Upper School's traditions, events, trainings, and operational rhythms.

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 & at school activities; recognizes sensitive nature of his/her presence
- Acts objectively when own children are attending VPA

Role Specific Responsibilities

1. Student Life Logistics

In partnership with the Student Life Director, the Director of Upper School Operations manages the logistical planning and communication for all Upper School trips, retreats, and student life events.

This role ensures that the many experiences that shape student life at Valor—from retreats to field trips to special events—are planned thoughtfully and executed with excellence.



Responsibilities include:

- Plan and manage logistics for **all Upper School trips and student life events (6th–12th grade)**
- Coordinate operational details for:
 - Field trips
 - Overnight trips
 - Rhetoric Retreat
 - Student life events and traditions
- Arrange transportation, permissions, schedules, materials, and logistical needs
- Manage parent communications related to trips and events, serving as the **primary operational point of contact for families**
- Coordinate closely with teachers and administrators to ensure events run smoothly
- Maintain planning timelines, checklists, and systems for recurring trips and events
- Ensure all logistical elements are prepared in advance so that teachers and leaders can focus on the educational and relational aspects of the experience
- Document processes and planning systems that allow trips and events to be carried out consistently from year to year

While teachers and administrators determine the educational goals and structure of trips, this role ensures that the logistical planning and communication are executed with excellence.

2. Upper School Operational Management

Working closely with the **Head of Upper School**, the Director of Upper School Operations helps ensure that the daily operational needs of the Upper School are handled smoothly and efficiently.

This role provides practical support that allows faculty and administrators to focus more fully on teaching, mentoring students, and leading the life of the school.

Faculty & Operational Support

- Coordinate **substitute teachers** when Upper School faculty members are absent
- Manage **room reservations and location scheduling** for meetings, trainings, and events
- Assist with logistical needs for faculty gatherings, appreciation efforts, or small hospitality items (coffee, treats, etc.)
- Help manage operational details related to Upper School activities and events



Training & Professional Development Logistics

- Plan and coordinate logistics for **fall faculty training**
- Coordinate logistics for **parent training events and new parent orientation**
- Plan logistics for **four quarterly professional development days**

Responsibilities include scheduling, reserving spaces, arranging materials, coordinating hospitality needs, and ensuring clear communication for participants.

Admissions & Parent Coordination

- Coordinate with the **Admissions Coordinator** to schedule **shadow students and shadow buddies**
- Help coordinate **parent volunteers** for on-campus events and student activities
- Assist with communication and logistical coordination for families related to Upper School programming

Transportation & Campus Logistics

- Assist with coordinating **student drivers and parking assignments**
- Help manage logistics related to the **Valor school bus schedule and drivers**
- Coordinate transportation logistics for student trips and events

Systems & Organizational Leadership

A key aspect of this role is helping build systems that bring clarity, continuity, and long-term sustainability to the operations of the Upper School.

The Director of Upper School Operations will help develop processes and documentation that allow events, trips, and trainings to be executed consistently each year, even as staff roles change over time.

Responsibilities include:

- Creating planning systems for recurring trips, events, and trainings
- Developing clear timelines and checklists for major Upper School activities
- Maintaining documentation that preserves institutional knowledge
- Improving communication workflows between families, faculty, and administrators



- Supporting the long-term continuity of the traditions and rhythms that shape Upper School life

Through thoughtful organization and strong systems, this role helps ensure that the many meaningful experiences of the Upper School continue to flourish for years to come.