



## Job Description: High School Director of Operations

***We exist to empower our diverse community to live purposeful, inspired lives.***

Valor Collegiate Academies is a charter school network to serving 1,000 students in the 2017-2018 academic year at its two middle school campuses in Nashville: Valor Flagship Academy and Valor Voyager Academy in grades 5-8. Our scholars will graduate with academic skills, social-emotional skills, and positive character strengths that rival the outcomes of the best schools in the world.

In the fall of 2018, we will be opening our high school serving 9th graders from our two middle schools. We are looking for exceptional classroom teachers who are excited to be part of our founding team.

### What Makes Valor Unique?

**Top 1% Academics.** In 2016-2017, our middle schools scored 5/5 on TVAAS growth data in all grade levels, with our growth performance placing us in the top .03% of all Tennessee middle schools. Though Tennessee did not have state testing in 2015-2016, data from a nationally normed test showed both Valor schools in the top 8% of the 60 elite national charter school networks in the country in both growth and achievement. In Valor's founding year, our scholars' ranked #1 in 5<sup>th</sup> grade achievement of all middle schools in Nashville. Valor was also the only middle school in the state to be in the top 1% in both growth and achievement scores.

**Powered by Compass.** We are passionate about creating an environment that sees our foundational responsibility as being far bigger than academics. We've created a human development model, the Valor Compass, which helps to guide scholars to have a Noble Purpose, a Sharp Mind, a Big Heart, and Aligned Actions. Scholars are guided by a teacher through phases of the compass within single-gendered, heterogeneous, small "pride groups" of boys or girls.

**Diverse, Equitable, and Inclusive Community.** Valor was founded upon the belief that having a truly diverse community of families and learners in a thoughtfully designed model allows for everyone to have a higher quality and more meaningful experience. Our current scholar population is approximately 40% white, 20% Middle Eastern, 17% Hispanic and Latino, 15% African American, and 8% Asian, with approximately half of our scholars coming from lower income and half from middle income homes.

### What Makes Being Founding Team Member at Valor Unique?

In addition to the above, being a part of the founding team is unique in that your expertise, voice, and drive will help shape decades of lives as we build the high school together. Not only will you be asked to be an expert in your subject area, but also help set the vision, systems, routines, and traditions that build on the success of our middle schools and help us actualize our mission.

## The Director of Operations Role

The Director of Operations will play a key role over the summer 2018 to prepare their campus for scholars to arrive in August. During the school year, the Director will support day to day, non-instructional operations the school-level. Responsibilities will include maintaining scholar data, processing financial transactions, providing logistical support, and leading key strategic projects. This individual will be asked to both create new systems and improve existing processes. Responsibilities include but are not limited to:

### SCHOOL OPERATIONS:

- Help define performance management goals and systems across Operations functions
- Respond to staff requests for support (e.g. facilities, HR, technology, etc.)
- Ensure Valor's compliance with school district policies and other requirements
- Collaborate with the Office Manager to establish a service oriented front office

### FINANCE & PURCHASING

- Maintain inventory of equipment, office supplies, and instructional materials
- Manage purchase request and procurement processes
- Process accounts payable items including invoices and expense reimbursements
- Improve systems for accounts receivable and vendor management

### DATA & SCHOLAR INFORMATION:

- Develop a workflow for scholar information collection, analysis, and updates
- Organize elements of the enrollment, registration, and transfer/withdrawal processes
- Facilitate the creation and distribution of progress reports and report cards
- Draft reference and training materials for data systems

## Applying for the Director of Operations Position

### REQUIRED:

- Friendly demeanor with a knack for building and maintaining relationships
- Experience working with a diverse population of adults and children
- Willingness to respond to urgent, unplanned situations (e.g. a mess created in a bathroom)
- Excellent oral and written communication
- Detail oriented and extremely organized
- Comfortable with ambiguity and the dynamic nature of a start-up organization
- Ability to work successfully with heterogeneous groups of an ethnically & economically diverse student body.
- Ability to model, live, and reinforce the school's core values inside and outside the classroom with colleagues, scholars, parents, and the larger community.
- Applicants must possess optimism, resiliency, curiosity, perseverance, a sense of humor, and a burning passion for personal growth and student success.

### STRONGLY PREFERRED:

- Experience working with in high performing schools

**Interested candidates should apply online at [www.valorcollegiate.org/work-at-valor](http://www.valorcollegiate.org/work-at-valor)**