



Director of School Logistics & Head Support

Position Summary

The Director of School Logistics & Head Support serves as a trusted operational partner to the Head of School and a key integrator across school life. This role ensures that the school's systems, calendars, and operational workflows function smoothly and consistently, allowing leadership to focus on mission, people, and long-term vision.

In an Episcopal school setting, this role emphasizes clarity, care, and follow-through. The Director of School Logistics & Head Support supports a healthy school culture by strengthening systems, coordinating logistics, and managing priorities in a way that honors relationships, formation, and community.

This position blends executive-level support with hands-on operational coordination and is ideal for a highly organized, relational professional who thrives behind the scenes and understands that operational excellence is an act of service.

This position will report directly to the Head of School.

Core Responsibilities

Head of School Support (35–40%)

- Serve as a confidential and trusted partner to the Head of School.
- Manage the Head of School's calendar flow, priorities, and meeting preparation.
- Track follow-up from leadership, board, and community meetings to ensure timely execution.
- Anticipate needs and manage information flow to support effective decision-making.
- Support preparation of major school events and materials, including State of the School, board materials, and accreditation correspondence.
- Help protect the Head of School's time by managing logistics, coordination, and follow-through, travel, finances, outside inquiries.

Logistics & Systems Oversight (45–50%)

- Oversee and strengthen key schoolwide logistical systems to ensure consistency, efficiency, and reliability.
- Coordinate cross-departmental logistics to support smooth day-to-day functioning of the school.
- Maintain and manage schoolwide calendars in collaboration with school leadership, ensuring alignment across divisions and shared spaces.
- Support the planning, logistics, and physical setup of major school events, meetings, and gatherings in coordination with relevant teams.
- Maintain and update logistical documentation, procedures, and internal workflows.
- Serve as a logistical connector across the school academics to reduce silos and improve execution.
- Identify operational gaps or inefficiencies and propose practical solutions that preserve the school's relational culture.
- Ensure that systems and processes are experienced by faculty, staff, families, and partners in a clear, organized, and consistent manner.

Communication & Alignment (10–15%)

- Support a strong, collaborative relationship between the school and church by supporting alignment and clarity across school operations by coordinating timelines, logistics, and follow-through.
- Assist leadership in ensuring that operational details are communicated clearly and executed consistently.
- Support schoolwide initiatives and events by aligning people, processes, and expectations.
- Coordinate calendars, shared events, and logistical needs with church staff and security team in partnership with the Head of School.
- Ensure alignment of shared spaces and schedules while honoring the distinct missions of the school and church.

What This Role Does *Not* Own

To ensure clarity and sustainability, this position does **not** directly manage:

- Admissions or enrollment administration
- Academic scheduling
- Schoolwide communications strategy
- Facilities maintenance or supervision
- Payroll, accounting, or financial management
- Human resources compliance
- Student discipline or division leadership

Desired Qualifications & Attributes

- Bachelor's degree required; advanced degree preferred.
- Experience in schools, education, or mission-driven organizations.
- Exceptional organizational, operational, and follow-through skills.
- Strong communication skills.
- High emotional intelligence, discretion, and sound judgment.
- Ability to anticipate needs, manage complexity, and remain calm under pressure.
- Comfort working independently while collaborating across teams.
- Alignment with the mission and values of an Episcopal school.

Leadership Disposition

- Views operational excellence as an act of care for people.
- Builds systems that support relationships rather than replace them.
- Leads quietly, consistently, and effectively.
- Values trust, clarity, and follow-through.
- Helps others succeed without seeking visibility.

Why This Role Matters

This role strengthens the school by:

- Freeing the Head of School to lead rather than manage
- Improving consistency and execution
- Reducing dropped balls and operational friction
- Supporting growth without adding bureaucracy
- Strengthening the school–church partnership
- Building long-term institutional capacity