



N O R F O L K
C H R I S T I A N
S C H O O L S

POSITION OVERVIEW

Job Title: Director of Student Life

Campus: Upper School

Reports to: Head of School, Upper and Lower School Directors

Status: **Part-time**

Start Date: July 1, 2026

Job Description

The Director of Student Life provides strategic leadership for student culture, leadership development, school spirit, student engagement, and community-building initiatives across all divisions of the school.

The Director is responsible for creating meaningful opportunities for students from elementary through high school to develop leadership skills, build community, serve others, and engage fully in school life. He or she oversees major student activities, leadership programs, student organizations, school-wide traditions, community engagement initiatives, and school spirit efforts, while ensuring all programs align with Norfolk Christian's mission of equipping students to be Ambassadors for Christ.

Working collaboratively with Division Directors, the Athletic Director, the Marketing Director, faculty, parents, and student leaders, the Director of Student Life helps cultivate a vibrant, Christ-centered culture where students are known, engaged, and empowered to lead and serve.

Qualifications

Experience

- Previous experience in student activities, student services, educational leadership, youth ministry, athletics administration, or a related field, preferably within a Christian school environment.

It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.

Mission Fit

- Demonstrates a vibrant Christian faith and a commitment to the mission, vision, and values of Norfolk Christian.
- Models Christian character and servant leadership in all interactions.

Skills

- Strong organizational, communication, and interpersonal skills.
- Ability to plan and manage large-scale events involving students, parents, faculty, vendors, and community partners.
- Strong logistical and administrative abilities, including budgeting, scheduling, and project management.
- Ability to inspire, mentor, and develop student leaders from elementary through high school.

Key Responsibilities

Student Leadership & Character Development

- Develop and oversee student leadership opportunities across all grade levels.
- Create age-appropriate leadership pathways from elementary through high school.
- Advise the Student Council Association (SCA) and other student leadership organizations.
- Promote servant leadership, character development, and student voice through a biblical worldview.

Student Life & School Culture

- Champion a positive, Christ-centered student culture throughout the school.
- Coordinate school traditions, spirit initiatives, service opportunities, and community-building activities.
- Collaborate with Division Directors to strengthen student engagement and school connectedness across all campuses and grade levels.

Event Planning & School Programs

- Coordinate major school events and student activities, including assemblies, spirit weeks, field trips, class dances, leadership events, service initiatives, graduation-related activities, and other special programs.
- Ensure events support the mission, values, and strategic priorities of Norfolk Christian School.

- Partner with faculty, administration, and parent organizations to create meaningful student experiences that strengthen school culture.

School Spirit & Athletic Engagement

- Partner with the Athletic Director, coaches, and student leaders to cultivate a vibrant culture of school spirit and student engagement.
- Coordinate pep rallies, spirit weeks, student fan sections, theme nights, and other initiatives designed to increase attendance and enthusiasm at athletic events.
- Promote athletic contests, fine arts performances, and extracurricular activities to strengthen community involvement and student participation.
- Celebrate student achievements and develop traditions that foster unity, pride, and a strong sense of community across all divisions of the school.
- Collaborate with Admissions, Advancement, and Athletics to showcase Norfolk Christian's culture and student experience to prospective and current families.

Community Engagement & Service

- Develop school-wide service initiatives and community partnerships.
- Foster opportunities for students to serve as Ambassadors for Christ within the school and throughout Hampton Roads.
- Encourage student-led service projects that reflect Norfolk Christian's commitment to serving others.

Clubs, Organizations & Student Programs

- Oversee student clubs, organizations, and leadership programs.
- Support faculty sponsors and ensure all student organizations align with the mission and values of Norfolk Christian School.
- Encourage student-led initiatives that promote leadership, service, creativity, and community engagement.

Calendar, Budget & Operations

- Develop a student activities calendar.
- Manage student activity budgets, fundraising requests, and activity-related expenditures.
- Ensure compliance with school policies, student eligibility requirements, and conduct expectations.
- Maintain accurate records related to student organizations, leadership programs, and school activities.

[PLEASE CLICK HERE FOR FULL STAFF EXPECTATIONS](#)