*The mission of Valley Lutheran is "Preparing students for life with Christ as our foundation!"*

---

# Job Postings & Descriptions

## Administration

### Executive Director

Ministry Description for Media Recruitment

The purpose of the ministry of the Executive Director is to serve as a Christian role model for students and the community, provide long-range visionary Christ-centered educational leadership, maintain effective relationships with the community, constituents, parents, and donors, and provide financial and administrative oversight.

*Qualifications*

The ideal candidate will:

- have a personal commitment to Lutheran secondary education as a vital part of the ministry of the church.
- possess an earned master's degree with a major in educational administration.
- possess a minimum of 10 years experience in teaching and school administration.
- be eligible for a valid secondary school teaching certificate issued by the State of Michigan Department of Education.
- hold a Lutheran Teaching Diploma or its equivalent.
- possess excellent written, oral, and interpersonal communication skills.
- accept the school's statement of beliefs including those on marriage, sexuality and gender; and have a lifestyle that conforms to those beliefs.

*Responsibilities*

- Provide Christ-centered leadership for the Valley Lutheran High School Association.
- Work with the school leadership team, faculty and staff to provide educational and extra-curricular programs consistent with the School's core values. Implement and evaluate programs that keep the school moving forward.
- Work with the Board of Directors, school leadership team, faculty and other members of the school community to provide and implement a long and short term strategic plan for institutional academic, facility, funding and other ministry growth.

- Maintain effective relations with the students, parents, Pastors & Principals of Association churches, community, constituents, and donors in order to ensure the long-term support for the school's ministry. Effectively engage with the community in building relationships that strengthen Valley Lutheran. This includes the Lutheran community, the broader Christian community, the educational community, and the broader community in general.
- Provide financial oversight for the Association budget and long-range plans.

*Note: The entirety of the ministry position description is available upon request.*

**To Apply**: Interested candidates should submit a resume or vitae to Tara Frank, President of the VL Board of Directors at tjfrank1010@gmail.com.

## Athletics

### Fall Season

### Coach - Freshman Women's Volleyball

- Serve as a Christian role model and uphold the Valley Lutheran mission of preparing students for life with Christ as our foundation.
- Provide leadership for the freshman women's volleyball program.
- Provide an atmosphere of positive teamwork and collaboration among coaches and players.
- Hold athletes to a high standard of academic accountability, sportsmanship, commitment, and success.
- Demonstrate integrity in communicating with the athletic director, head coach, students, parents, and other coaches.
- Create and maintain a safe and healthy environment for Valley Lutheran's student athletes.
- Develop and communicate clear/specific goals for Valley Lutheran's women's volleyball program.
- Model and teach skills necessary to be successful. Provide opportunities for athletes to learn, develop, and improve their God given abilities.

*Note: These job descriptions are not intended to be all-inclusive. The coach may be required to perform other related duties as assigned.*

**To Apply:** Interested candidates should submit a resume and cover letter by Friday, June 19, 2026 to athletics@vlhs.com.

## Winter Season

### Head Coach - Varsity Women's Basketball

General Head Coach Qualifications/Expectations:

- Serve as a Christian role model and uphold the Valley Lutheran mission of preparing students for life with Christ as our foundation.
- Provide leadership across the entire VL women's basketball program.
- Provide an atmosphere of positive teamwork and collaboration among coaches and players.
- Hold athletes to a high standard of academic accountability, sportsmanship, commitment, and success.
- Demonstrate integrity in communicating with the athletic director, students, parents, and other coaches.
- Create and maintain a safe and healthy environment for Valley Lutheran's student athletes. This includes completing all VLHS requirements.
- 5+ years of head coaching experience at the high school level preferred.
- Develop and communicate clear/specific goals for Valley Lutheran's women's basketball program.
- Model and teach skills necessary to be successful. Provide opportunities for athletes to learn, develop, and improve their God given abilities.
- Assess program needs and communicate needs and program suggestions to the athletic director.

*Note: These job descriptions are not intended to be all-inclusive. The coach may be required to perform other related duties as assigned.*

**To Apply:** Interested candidates should submit a resume and cover letter by Friday, June 19, 2026 to athletics@vlhs.com.

### Coach - Freshmen Men's Basketball

- Serve as a Christian role model and uphold the Valley Lutheran mission of preparing students for life with Christ as our foundation.
- Provide leadership for the freshmen men's basketball program.
- Provide an atmosphere of positive teamwork and collaboration among coaches and players.
- Hold athletes to a high standard of academic accountability, sportsmanship, commitment, and success.
- Demonstrate integrity in communicating with the athletic director, head coach, students, parents, and other coaches.

- Create and maintain a safe and healthy environment for Valley Lutheran's student athletes.
- Develop and communicate clear/specific goals for Valley Lutheran's men's basketball program.
- Model and teach skills necessary to be successful. Provide opportunities for athletes to learn, develop, and improve their God given abilities.

*Note: These job descriptions are not intended to be all-inclusive. The coach may be required to perform other related duties as assigned.*

**To Apply:** Interested candidates should submit a resume and cover letter to athletics@vlhs.com.