



HEAD ADMINISTRATOR

OPPORTUNITY PROFILE



**Grace
Christian
Academy**



MISSION

In partnership with parents, Grace Christian Academy provides a quality education for K4-12th grade students. This is accomplished from a Christian worldview, with a spirit of excellence, and a solid commitment to Biblical standards of behavior.

PORTRAIT OF A GRADUATE

Grace Christian Academy Graduates have the heart of a servant and are...

Servant Leaders

Effective Communicators

Discerning Critical Thinkers

Distinctly Christian

Flexible and Adaptable

KEY FACTS

FOUNDED

1994

ANNUAL
BUDGET

\$2.2M

31

TEACHERS
& STAFF

WRISA



WISCONSIN
RELIGIOUS &
INDEPENDENT
SCHOOLS
ACCREDITATION



ACSI
MEMBER

STUDENT
TEACHER
RATIO

13:1

201

STUDENTS
(K4-12th)

TUITION

\$3000 (K4)-
\$7245 (HS)

50+

CHURCHES
REPRESENTED IN
THE STUDENT BODY



ACADEMICS

Ultimately, in all that we shall teach, in all that we shall say, do, plan, and promote; we shall direct all to the glory of God, exalting the name of our Lord and Savior, Jesus Christ. We will, at every point, seek to promote an experience of education and discipleship in the lives of Grace Christian Academy students; imparting God's Truth, thus preparing them for faithful service in the cause of Jesus Christ and the Gospel, that their involvement in the home, church, workplace and community might manifest the glory of Jesus Christ for the world to see. (Ps. 22:23; Ps. 57:5; Matt. 5:16; 1 Pet. 4:11; Rev. 4:11)

Grace Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, as detailed in the school handbook, the school reserves the right, within its sole discretion, to discontinue enrollment of a student. (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

Our school's Philosophy of Christian Education is in complete alignment with and does fully affirm our Statement of Faith.

CO-CURRICULARS

At GCA sports are an important part of our community. The students learn sportsmanship and leadership through extra-curricular activities. High school athletics include:

- Boys Basketball
- Girls Basketball
- Chess Team
- Cross Country (co-op with DASH)
- Co-ed Soccer
- Track (co-op with DASH)
- Boys Volleyball
- Girls Volleyball





COMMUNITY

An education at Grace Christian Academy provides a solid foundation that your student will build upon for the rest of their lives. Our goal for each graduate is to be fully prepared for future academic and professional challenges, they will meet. This preparation will give your students(s) an edge as they move forward as adults.

A small Christian school affords your son or daughter the opportunity to develop meaningful relationships with teachers, staff members, as well as fellow classmates. Grace Christian Academy strives to develop our students spiritually, academically, and professionally. Luke 2:52, "Jesus grew in wisdom and stature, and in favor with God and man."



LEARNING ENVIRONMENT

Grace Christian Academy was established in 1994. Beginning with an enrollment of sixty-eight students, currently, we have about 200 students. We moved to our current location in the fall of 2002 and purchased the building in conjunction with Grace Community Church. However, each ministry remains as a separate entity.

The faculty of Grace Christian Academy exhibit a spirit of excellence in spiritual and academic pursuits. Administration has carefully chosen our instructors, selecting only those committed to Christ and education. Only those teachers who have turned to God in repentance, and have faith in our Lord Jesus Christ have been selected. (Acts 20:21) They are interested in individual student needs and will press to the goal of instilling a unique Christian worldview in them. Their motivation and desire is to... Raise Up A Standard.



HEAD ADMINISTRATOR

QUALIFICATIONS

PERSONAL QUALITIES

- Christ-centered
- Passionate about Christian education and promotion of Christian education to the broader community
- Actively involved in a local church
- Driven to lead staff toward excellence
- Servant leader

OPERATIONAL LEADERSHIP

- 3+ years of experience in educational leadership
- Facility management and multi-campus leadership excellence
- Experience with building, monitoring, and managing a corporate budget
- Teaching experience in more than one grade level, content level, or setting

ACADEMIC CREDENTIALS

- Advanced degree in education completed or in progress
 - Eligible for licensure or certification by accrediting agency
 - Clear demonstration of and commitment to professional growth
-

KEY LEADERSHIP TASKS

SPIRITUAL

1. Demonstrates a spiritual maturity that radiates a passion for Christ.
2. Models a grace-filled, joyous, obedient life of one saved by grace.
3. Exemplifies the characteristics of a servant leader.
4. Enfolds students and families from a variety of church backgrounds.
5. Ensures a learning environment where faith and learning are integral.

ADMINISTRATIVE

1. Serves as the chief executive officer of the school, reporting directly to the school board.
2. Innovatively, collaboratively, and intentionally casts the vision for daily implementation of the GCA mission.
3. Assists the board in the development and implementation of a strategic plan.
4. Builds and maintains a vibrant, trusting, and healthy organizational culture.

5. Collaborates on advancement, marketing, and capital expenditure initiatives.
6. Recruits, develops, supports, and retains exceptional administrators, teachers, and staff members aligned with the school mission, vision, and core values.
7. Serves as the face and voice of GCA at school events, with media, at fundraisers, and association meetings.

OPERATIONAL

1. Administers and monitors the operating budget with prompt receipt of income and payment of bills, proper reporting to the Board, and good communication with the Board regarding financial opportunities or concerns.
2. Leads the strategic development and sustainability of an enrollment management plan, a marketing plan, and a development plan.
3. Oversees re-accreditation process and annual audits.
4. Supervises the recruitment, admission, and inclusion of new students and families.

5. Maintains communication and relationships with churches represented by the GCA student body.
6. Communicates clearly and is responsible for all correspondence, publications, and communication plans.
7. Maintains compliance of the Parental School Choice programs

INSTRUCTIONAL

1. Serves as the chief academic officer, with broad oversight of teaching and learning at GCA.
 2. With the principal and faculty, develops and implements the stated curriculum, maintaining a current curriculum guide.
 3. Encourages, plans for, and implements the professional growth, development, and evaluation of all employees.
 4. With the Leadership Team, oversees student issues of academic, social, spiritual, and disciplinary nature.
 5. Actively participates in the curricular and co-curricular life of the school.
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INQUIRY

Applications will be continuously processed until the position is filled. Nominations, expressions of interest, confidential inquiries, and questions concerning this search should be submitted to Dr. Timothy Van Soelen (712.441.4958) from the Center for the Advancement of Christian Education (CACE), the consultant who is assisting Grace Christian Academy in this search.

If, after reading this Opportunity Profile, you sense that the gifts and experience God has given you are a good match for Grace Christian Academy, we invite you to begin the inquiry process. We handle all candidate information and conversations with utmost confidentiality.

To apply, please provide the following for review:

- **A current resume**
- **A two to three-minute video introducing yourself and speaking about your passion for Christian education**
- **Responses to the following essay questions (totaling four pages or fewer):**
 - » Describe your spiritual journey of faith in Jesus Christ. Indicate how God is using you in your work, in your church, and in your community. How has your relationship with Jesus Christ shaped your career and influenced your decision to apply for this position?
 - » Describe your experience with Christian education, both personally and professionally. How would you define the marks of educational excellence in a Christian school?
 - » Describe your leadership style. If you have taken any leadership inventories (Gallup Strengths, SDI, VIA 24, etc.), feel free to share those results.
- **Provide the names and contact information (telephone numbers and email addresses) for four references who know you and your career well enough to comment on your suitability for the Head of School at Grace Christian Academy.** (References will be contacted only after we have requested and received your permission to do so.)

Submit application materials to Dr. Tim Van Soelen at tim.vansoelen@cace.org with the subject line, "**Grace Christian Academy – Head Administrator.**"

Raising Up A Standard

