



The Opportunity

Covenant Christian Schools in Issaquah, Washington—a ministry of Covenant Presbyterian Church (PCA)—has initiated a nationwide search for a Head of School for the 2024-2025 school year. Salary will be set annually on a performance-based schedule. The Head of School will report directly to the Board of Trustees.

The Head of School's overarching role will be to maintain the integrity of the school's culture and effective learning environment. To accomplish this, the Head of School will administer and supervise every aspect of the school's daily instructional and academic functions. The Head of School will set the example for all students, teachers, and staff to maintain a constant atmosphere of community, trustworthiness, respect, and love for one another. The Head of School will facilitate effective ministry for Covenant Presbyterian Church members by coordinating volunteer opportunities for them to contribute to the school's success.

The Board of Trustees seeks a dynamic and visionary leader, committed to the preservation of our school's unique culture. The Head of School will be a part of a strong community of students, staff, and parents, furthering the mission of our school, and extending our outreach into the larger community. The new Head will inherit a talented and collaborative team and a dedicated Board of Trustees; a documented and prioritized budget; and clear strategic priorities for the school. We seek a leader with demonstrated success in innovative program development, fundraising, community-building and networking, and with strong skills in communications and management.

32 hours/week

9 months/year; summer hours negotiable

Salary range: \$40,000 - \$45,000 depending on experience

To inquire or apply, please send the following to board@ccschools.org.

- Cover letter
- Resume
- References

ACCOUNTABILITIES

Institutional Leadership

The Head of School...

- Ensures that the reformed Christian character of the school is developed and promoted among students, faculty, staff, parents, and trustees.
- Understands the school's status as a ministry of Covenant Presbyterian Church and works to engage congregation members in volunteer, teaching, and financial giving opportunities.
- Implements the mission and vision of the school to parents, faculty, staff, students, supporters, donors, and the wider community.

Curricular and Co-Curricular

The Head of School...

- Is accountable for the well-being and operation of the educational curricula and programs of the school.
- Directly manages, supervises, and evaluates the performance of all school staff. Approves the hiring and dismissal of all members of the faculty, administration, and staff.
- Is accountable for college placement and ongoing support of graduates through the school's outreach programming.
- Ensures student programs and services are being offered (e.g. community service events, guest lecturers, student plays, etc.)
- Proactively manages any student academic, social, or behavioral issues in alignment with school policies and values.
- Ensures that there are professional systems of evaluation and development for faculty, administration, and staff.
- Communicates with parents, students, and staff to gain feedback, address concerns, and provide guidance to maintain a healthy community of learners.

Operations and Board Interaction

The Head of School...

- Serves as a non-voting member of the Board of Trustees.
- Keeps the Board informed about the state of the school and presents to the Board periodic evaluations of the school's progress in achieving its mission.
- Implements Board-approved long-range plans and strategic plans for the school. Oversees financial planning for the school and presents the annual operations budget to the Board of Trustees for approval and monitors its implementation.
- Acts as chief executive officer and administrator of the school and is responsible for the management and continuous improvement of advancement, financial management, and facilities functions.
- Oversees all financial planning and budget implementation.
- Develops and maintains facility safety guidelines and procedures.
- Advises the Board of Trustees about long-term facility needs and implements facility improvement plans.
- Oversees the planning and implementation of Information Technology infrastructure necessary for students and faculty.
- In collaboration with Trustees and school staff, plans for capital expenditures and projects.

Advancement & Development

The Head of School...

- Plans and maintains student admissions criteria.
- In partnership with the Board of Trustees, actively participates in fundraising planning and activities.
- Cultivates a culture of alumni outreach, engagement, and support.
- Seeks to grow interest and support from foundations, individual benefactors, and the public at large. Develops and maintains strong positive relationships with other parochial schools and churches in the PNW area to further our shared goals of educating children in a Christ-centered context.
- Attends appropriate meetings and functions related to institutional advancement and public relations.
- Represents the school to the public, especially at important events in the lives of students, alumni, parents, and benefactors.
- Represents the school in other school and community organizations such as NAIS, NWAIS, WFIS, etc.

CHARACTERISTICS:

Head of School candidates should...

- Effectively promote culture through vision and leadership.
- Build a strong, cohesive team that lives the school's core values.
- Paint a compelling picture and ensure a unified vision for the team.
Instill joy and fellowship into our pursuit of the school's shared mission.
- Bring diligence and creativity to complex problems.
- Maintain a high level of staff retention by maintaining a healthy staff culture.
Set and maintain clear, high standards for all staff.
- Address performance issues swiftly and fairly.
- Balance enrollment & fiscal growth with maintenance of school culture.
Exercise financial prudence, informed by faith-filled optimism.
- Build enrollment through community outreach and connection.
- Practice effective enrollment outreach and follow-up techniques.
- Build relationships with local public and private educational institutions.

DESIRED EXPERIENCE:

Head of School candidates should have...

- 3 to 5 years demonstrated successful leadership experience and deep respect for teaching and learning.
- Passion for time-honored Classical education systems.
- Experience interacting directly with a variety of stakeholders.
- Business growth experience through growing enrollment, student admissions, or other business development.
- Culture-creating, team-building, and inspirational-leadership experience.
- A passion for helping students with learning differences, including social and emotional differences, to meet their educational goals.
- Experience managing a budget, financial reporting, and tracking specific metric performance.
- A demonstrated track record of success, career progression, and increased responsibilities.
- A passionate belief that students achieve the highest academic standards when there are appropriate school processes and procedures.

Management & Leadership

Head of School candidates should have...

- Managerial, program development, and leadership experience in an educational school setting.
- Experience taking responsibility to ensure your team has what they need to achieve goals.
- People-management experience, including:
 - Recruiting and leading a professional staff
 - Providing professional development and mentoring
 - Creating and maintaining a positive workplace culture
 - Recognition of staff performance based on shared understanding of core values
 - Visionary leadership to generate belief in the value of a given educational model
 - Collaborative decision-making

Personal Life

Head of School candidates should have...

- A close, personal relationship with Christ
- Regular practice of spiritual disciplines (prayer, worship attendance, scriptural meditation, etc.)
- Christ-like character and evidence of the fruit of the spirit in personal and professional contexts.
- A passion to serve students
- Drive to achieve challenging goals within known deadlines
- Persuasive communication skills in service of building community
- Ability to quickly build relationships with a variety of stakeholders
- A heart and mindset which can turn difficult conversations into opportunities to grow toward one another
- Enthusiasm and flexibility
- Grit and determination
- Effective time-management and organizational skills