



# **Administrator**

Opportunity Profile

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# Rock Valley Christian School

## AT A GLANCE

### SCHOOL MISSION

Recognizing the Triune God as our Creator, Redeemer, and Sanctifier, Rock Valley Christian School seeks to educate His children for a life of service and commitment.

### KEY FACTS

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**FOUNDED**  
**1911**

**247**  
STUDENTS  
IN GRADES  
**PRE-K-8**



**WESTERN CHRISTIAN  
HIGH SCHOOL  
FEEDER SCHOOL**



**17**  
CHURCHES  
REPRESENTED IN THE  
STUDENT BODY

MEMBERS OF  
FACULTY/STAFF  
**49**

**12.6**  
YEARS  
AVERAGE  
FACULTY  
EXPERIENCE

**12:1**  
STUDENT  
TO TEACHER  
RATIO

# Academics

Rock Valley Christian School offers Bible-based, Christian education to students in preschool through grade 8 and is accredited by Christian Schools International (CSI). On top of faith formation that takes place in chapel and peer groups, teachers are charged with being alert for opportunities to cultivate a sense of Christian character throughout all of their coursework.

RVCS recognizes that all students are unique creations of God and have varying levels of ability. The school is committed to providing resources and opportunities for students who require extra support with their work. Likewise, the enrichment program serves students who might need an extra challenge.



# Extracurriculars

Students have the opportunity to participate in several athletic and music programs.

## Athletics

- Cross Country (girls/boys)
- Volleyball (girls)
- Basketball (girls/boys)
- Soccer (girls/boys - sometimes co-ed)
- Track (girls/boys)

## Music

- Choir
- Band
- Orchestra
- Honor Orchestra

***“There is strong, multigenerational support for RVCS! Grandparents, parents, and kids are all together here.”***

–RVCS Parent



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# Community

Rock Valley Christian school enjoys a tight-knit community, which many members say feels like “one big family.” The student body is made up of a mix of students whose parents and grandparents are alumni as well as first-generation students. Parents are highly involved in their students lives and consistently provide

***“The older our daughter got, the more we saw our investment grow.”***

–RVCS Parent

prayer and financial support for the school. The school’s

parent organization, ARROWS, provides a way for families to get to know each through a variety of activities while raising funds for the school.



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# Facility

RVCS was founded in 1911 and opened its doors to students in the fall of 1912. The original building was used until 1919, when students moved to the current location. Since then, the community has continually supported the school in campaigns for upgrades, expansions, and improvements. Most recently, the new gym was completed in 2018.

***“You don’t have a school like this without community support.”***

–RVCS Parent



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# Administrator Key Tasks

## Administrative Leadership

- Serve as the Chief Executive Officer of the school, reporting directly to the school board and work closely with board president.
- Serve as an advisor to the school board on vision and policy issues, and implement duties as assigned by the board.
- Attend all board meetings and attend standing committee meetings as needed.
- Establish annual goals with input from the Executive Committee.
- Build a vibrant, trusting, and healthy organizational culture. Help make RVCS an even better place to work by supporting, developing, retaining, and recruiting exceptional teachers aligned with the Reformed worldview.

## Instructional Leadership

- Encourage and plan for the professional growth of faculty and staff members, for the distinctiveness of the Christian school, improved instruction, student needs, collegial efforts, and community relationships.
- With the faculty, develop and implement the stated curriculum for all grades, maintaining an updated curriculum guide.
- Appraise and evaluate the work of employees, keeping accurate records of this process.
- Oversee school student issues of academic, social, spiritual, and disciplinary natures.
- Determine the personnel needs of the school, make recommendations to the proper committees, recruit outstanding candidates, and recommend the employment of these candidates to the board.

## Operational Leadership

- Operate the school within the adopted operating budget and plan with the board for the future budgetary needs of RVCS. Collaborate with business manager and board treasurer to address any financial problems or concerns.
- Working with the Administrative Assistant, oversee the preparation and process of documents for application, enrollment, and financial aid.
- Lead development and sustainability of strategic enrollment, marketing, advancement, and other key aspects of school governance and operations.
- Seek to expand and innovate, exhibiting the characteristics of a growth-oriented leader focused on growing enrollment while keeping RVCS accessible to families throughout the local communities.
- Serve as the face of RVCS to the broader community. Actively participate in community events to increase visibility and credibility of the school.

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# Inquiry

Although applications will be accepted until the time that a new administrator is appointed, interested candidates should submit a letter of interest and CV/Resume by December 1, 2021 for most favorable consideration. Nominations, expressions of interest, confidential inquiries and questions concerning this search should be submitted to Dr. Timothy Van Soelen (712.441.4958) or David Urban (610.801.9605) from the Center for the Advancement of Christian Education (CACE), consultants who are assisting Rock Valley Christian School 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 Rock Valley Christian School, 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 (four pages or less)**
  - » 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? Please include an articulation of your alignment with the Reformed tradition (Christian Reformed Church, Reformed Church of America, etc.).
  - » 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.), please 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 Administrator at Rock Valley Christian School. (References will only be contacted after we have requested and received your permission to do so.)

Submit application materials to Dr. Tim Van Soelen at [tim.vansoelen@cace.org](mailto:tim.vansoelen@cace.org) with the subject line, **“Rock Valley Christian School – Administrator.”**

