



ADMINISTRATOR OPPORTUNITY PROFILE

The Opportunity

Brookfield Christian School is seeking candidates for the position of Administrator beginning in the 2024-2025 school year.

The Administrator is the top administrative position at Brookfield Christian School and is responsible for all aspects of leadership, instruction, personnel, operations, and public relations.

Administrator Key Tasks

Leadership

- Provide primary leadership of school
- Serve as educational and administrative expert to Board
- Lead development of vision and goals

Personnel

- Work with Board in staffing the school
- Organize the faculty in fulfilling curricular goals
- Interpret staff needs to Board

Instruction

- Supervise the instructional process
- Regulate and enforce discipline
- Coordinate evaluation of students and identification of children with special needs

Public Relations

- Support the school's mission, vision, and statement of beliefs
- Foster positive relationships between the school and its support organizations
- Promote interest in Christian education in the local community

Operations

- Execute decisions of the Board
- Supervise daily operations of the school, including curricular and extracurricular programs
- Develop an annual school budget with the treasurer and be responsible for administration of the budget

[Link to Complete Position Description](#)

Brookfield Christian School

OUR MISSION

The mission of Brookfield Christian School is to offer a Christ-centered education that prepares students to learn, to lead, and to serve faithfully in God's world.

As a school, we are committed to a biblical Christian worldview, acknowledging that this world belongs to God. Our partnership with Christian families is intentional as our goal is to cultivate an active, growing faith in our students and develop their relationship with Christ through their learning.

In faith we began. In faith we go forward. The motto embraced by our founding families continues to guide us. With God's blessing, BCS has grown richly for 60 years, and we look to the future with great expectation of what God will do in and through the students that pass through our doors.

ABOUT BCS

Brookfield Christian School is an independent Christian school located in Brookfield, Wisconsin. Since 1964, BCS has served students from around the Metro Milwaukee area. There are 300 students currently enrolled in grades 3K-8, and more than 700 alumni now learning, leading, and serving faithfully in God's world.

OUR HISTORY

In 1957, a group of parents from Brookfield Christian Reformed Church (BCRC) desired to build a Christian school in the area established the Milwaukee Christian School Society. Through their hard work and dedication, the doors of Milwaukee Christian School (MCS) opened in the fall of 1964, with nineteen students enrolled and two teachers on staff.

The founders of the school had a vision to provide excellent academic training with a Christian perspective on all of life. In 1975, enrollment had grown to 58 students, and the first Kindergarten class met. Just over a decade later, 4K was added. The school continued to grow. In 1991, we completed our first building addition, including the original gym. A second addition and renovation took place in 2000, adding additional classroom space.

Since the school's founding, the community around it developed from farmland to a bustling suburban community. In 2003, the name of the school was changed to Brookfield Christian School (BCS) to reflect our geographical location. The year 2014 marked the school's 50th anniversary, the completion of a third major building addition, and an enrollment of 253 students. We are now about to celebrate 60 years and continue to have record-setting enrollment.

Brookfield Christian School

OUR STATEMENT OF BELIEFS

The foundation of our school is the Bible, the infallible Word of God. On this basis we affirm the following scriptural principles as guidelines for instruction:

Creation

The universe and all things created by God in the beginning were made good and perfect as we read in Genesis 1:31a, "And God saw all that he had made, and it was very good."

Humanity

Humanity was created by God in his own image to enjoy fellowship with the Creator. Furthermore, people, blessed with special gifts far above any other living creature, received God's command to care for and have dominion over all things in order to bring honor and glory to his name. (Genesis 1:26-27, I Corinthians 10:31)

Sin

In the Garden of Eden, Adam and Eve yielded to temptation and willfully disobeyed God. As a result, we are all sinful and our sin separates us from God, those around us, and the world. Our view of the true meaning and purpose of life is also distorted because of sin.

The Trinity

We believe that there is one God, existing in three persons: the Father, Son, and Holy Spirit.

God the Father

God, through his Holy Word and the world he created, reveals himself to us. This revelation renews our understanding of God and ourselves in relation to God and others.

Jesus Christ

Jesus Christ, the Son of God who became man, suffered for our sin by his death on the cross so that through his resurrection and victory over death, humanity and creation are redeemed and reconciled to God. There is no other way of reconciliation with God than through Jesus Christ. (John 3:16)

Holy Spirit

Through the work of the Holy Spirit we are given the gift of faith and are brought to a knowledge of salvation and receive God's free gift of grace.

Marriage and Christian Lifestyle

The Bible lays out standards for Christian life and living by those norms is critical to the operation of a Christian school community. We believe that God created man and woman as separate, individual genders endowed with unique characteristics, roles and responsibilities. We believe that God ordained sexuality and marriage as a union between one man and one woman, and that lifestyle behaviors within genders or between genders that are not consistent with that creation order are incompatible with the values of the BCS community.

Christian Education

Children from Christian homes should be brought up with the knowledge of Christ. Believing parents have the God-given responsibility to teach their children the Word of God. Brookfield Christian School assists the parents in this responsibility by helping to prepare their children to serve God in all areas of life.

Brookfield Christian School

GOVERNANCE

Brookfield Christian School is governed by a nine person board, who upholds the school's constitution. Board members are elected by the "Society" (current parents, staff, alumni, and supporters of the school) at the Annual State of the School and Society Meeting.

Board members serve a three year term, and are nominated by the Society, and elected at the annual meeting. The board consists of six members of Brookfield Christian Reformed Church and three At-Large members. The BCS Administrator represents the school to the Board.

The BCS Board meets monthly on the first Monday of each month.



Academic Offerings



PreK (3K & 4K)

- 3K meets M/W/TH mornings
- 4K meets M-TH mornings
- Options for full day and Friday enrichment
- Opportunities to interact with K-8 students



Elementary (K-5)

- K meets full days M-TH with optional Friday enrichment
- Academically strong core curriculum taught in self contained classrooms
- Leadership opportunities with buddies and leading devotions and chapel
- Music, Art, PE, Spanish, Tech



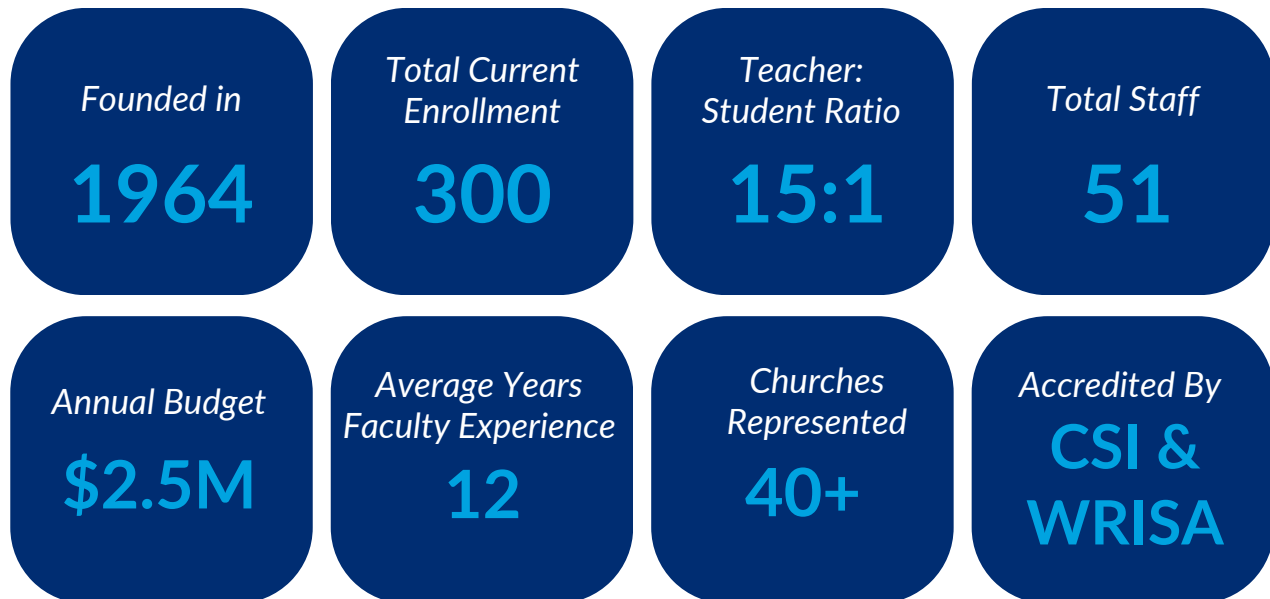
Middle School (6-8)

- Challenging academic content prepares students for high school
- Leadership opportunities through chapel, leading worship, service projects, student activities council
- Chapel small groups
- Music, Art, PE, Spanish, Tech

Biblical curriculum is taught in all grade levels. Faith is integrated into all aspects of learning as we nurture our students into disciples of Christ. The BCS Throughlines guide intentional faith integration into everyday learning, as we prepare students to learn, to lead, and to serve faithfully in God's world.

Brookfield Christian School

BCS BY THE NUMBERS

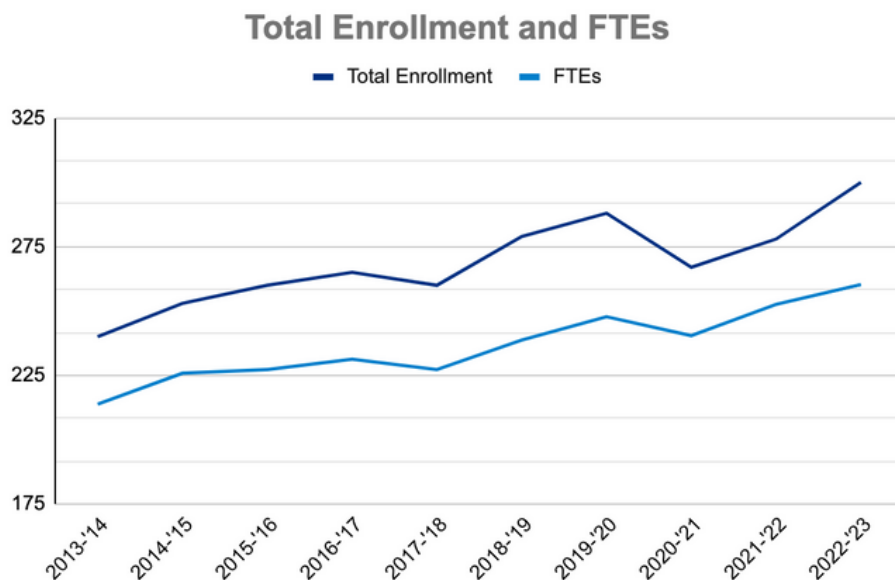


Brookfield Christian School is a leader in the local education community. We collaborate with other private schools and the Elmbrook School District. We serve as a model for inclusive, independent, Christian education in a PK-8 setting. In the local market, BCS is uniquely positioned as an independent, non-denominational Christian school. We do not participate in the Milwaukee or state voucher (choice) programs. Our primary competitors are the local public school district (Elmbrook), Brookfield Academy, Heritage Christian Schools, and Christian Education Leadership Academy (CELA).

We have a robust financial aid program, which is being expanded to help support resources for more inclusive education. The school enjoys the support the BCS Foundation, a separate entity from the school with its own governing 7-member Board (including a current school board member at all times). The Foundation provides individuals with a stewardship opportunity that helps build a long-term, stable, financial support base for the school. Each year, a percentage (5%) of the balance of this account is given to BCS to assist in meeting its operating budget. In this way, the Foundation not only supports the day-to-day operations of BCS, but also helps build the school's long-term fiscal stability.

The Foundation current assets are roughly \$1.35 million, with the goal of increasing that to \$2.5 million by the year 2030 (Vision 2030). Vision 2030 was put in place to get the Foundation to have enough assets to support the school's annual financial aid budget and also support the school's costs with our inclusion initiative.

Enrollment Growth at BCS



300

2022-2023 Enrollment
- a record high!

306

2023-2024 Enrollment
as of May 1, 2023
- a new record high!

97%

According to our most recent parent survey, 97% of Brookfield Christian School families plan for their children to graduate from BCS.

- 100% of graduates who responded to the alumni survey said they were well-prepared or exceptionally well-prepared for high school academically
- Parents and alumni consistently praise the academic rigor, faith integration, and BCS community

What People Have to Say About BCS

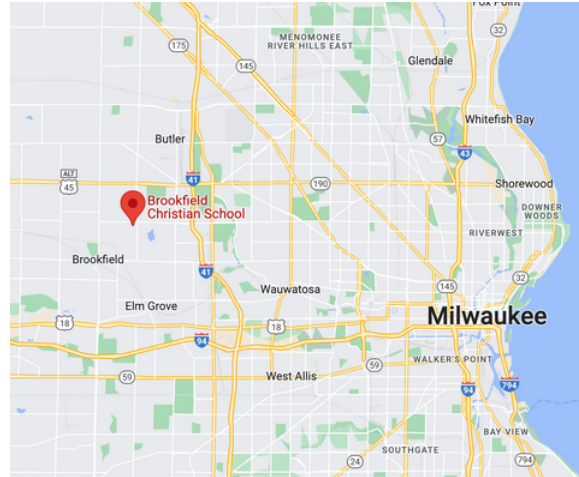
Check out reviews from many BCS parents and alumni on the following review sites:

- [Our Niche.com Profile](#)
- [Private School Review](#)
- [Great Schools](#)

Our Facility

Our current building was originally constructed in the 1960's, with additions in 1991, 2000, and 2014. The school lies on nearly 10 acres with an updated playground and outdoor classroom space.

- BCS is located in the City of Brookfield in Waukesha County, Wisconsin. We are located within the boundaries of the Elmbrook School District.
- BCS is conveniently located at the corner of Burleigh & Lilly Roads, just minutes from Capitol Drive, Highway 45, and Highway 94.



Faith Reaching Further Building Campaign

In 2014, we kicked off a major expansion and renovation project with an initial cost of \$2.6 million. We raised \$2.25 million in Round 1 and completed the building project. We raised an additional \$1MM for Round 2 to pay off the rest of debt, fund building reserves, and \$250,000 was pledged to the Foundation.

Our Community

The BCS Community is generous with their time, talents, and treasures. Our families support our teachers and staff all year long. They attend school events. They support one another with Caring Connection (meals, rides, and encouragement in times of need), and they volunteer many, many hours to help BCS offer everything we do. The Brookfield Christian School Community truly is one of our greatest strengths!

- BCS families live in 15+ communities in the Metro Milwaukee area.
- BCS families worship at 40+ area churches; Brookfield Christian Reformed Church (BCRC) is a strong supporting church.
- BCS families and supporters give to the BCS Foundation, the BCS general fund, and attend our fundraising events with enthusiasm.

About Brookfield, WI

Brookfield is the third largest city in Waukesha County, and is a western suburb of Milwaukee, WI. Conveniently located off I-94 just 14 miles West of Milwaukee and 70 miles East of Madison, Brookfield is a short drive from Chicago and Green Bay, and about 15 minutes from General Mitchell International airport.

Brookfield has an extensive park system, great shopping, and expansive dining options. Enjoy music and the arts at the Sharon Lynn Wilson center, get in a round of golf, or take an outdoor yoga class. There's no shortage of ways to unwind or entertain the family.

[Visit Brookfield](#)

[Discover Brookfield](#)

[City of Brookfield](#)

About Milwaukee, WI

BCS is minutes from Milwaukee, WI, located on the shores of Lake Michigan.

Milwaukee is a truly a great place on a Great Lake! You'll find professional sports, world class dining, a vibrant arts scene, and live music of any genre. In fact, Milwaukee is home to the world's largest music festival, Summerfest!

Dine out at James Beard award-winning restaurants, or grab a famous butterburger and some delicious custard! Try traditional German, Serbian, Polish, or Italian food, or grab some tacos from a food truck park. The options are endless!

Take in a Brewer game at AmFam Field, watch Giannis and the Milwaukee Bucks at the Fiserv Forum, or catch professional hockey or soccer and a variety of collegiate sports. Enjoy a night at the symphony or take in a ballet. Visit a museum or shop the public market. Take a walk on the Riverwalk or explore the river by kayak. You can even hop on The Hop, the downtown streetcar. Enjoy hiking year round in the many parks and nature centers in the area. There are opportunities to enjoy the city all year long.

[Visit Milwaukee](#)

[Milwaukee Downtown](#)

[City of Milwaukee](#)



Next Steps

APPLICATION

To apply for this opportunity, candidates should submit the following:

01 A current resume and if desired a 2-3 minute video introducing yourself

02 Responses to the following questions:

- Describe your experience with Christian education, both personally and professionally. How would you define the marks of educational excellence in a Christian School?
- How has your relationship with Jesus Christ shaped your career and influenced your decision to apply for this position?
- How would you articulate your alignment with the Reformed tradition (CRC, PCA, RCA, etc.) especially at it relates to Christian education.

03 Provide 3-4 names and contact information for references who know you and your career well enough to comment on your suitability for the Administrator position at BCS. *References will only be contacted with your permission to do so.*

SUBMIT APPLICATION MATERIALS AND QUESTIONS TO:

Sarah Seitz and Rob Buikema
Search Committee Co-Chairs

✉ hr@brookfieldchristian.org

Brookfield Christian School

14155 W. Burleigh Rd
Brookfield, WI 53005

Position Description

Brookfield Christian School is seeking a Christian Administrator who is committed to their faith, both in their personal life and in the integration of faith with education. The Administrator needs to be an effective communicator, a strong problem-solver, and a servant leader. They should have strong relational skills and be able to connect well with students, staff, and community members. They will be responsible for accomplishing the educational goals and objectives prescribed by the school in accordance with the policies and procedures approved by the school Board. Their love for the Lord and commitment to Christian education must be clearly evident in their life.

Job Purpose/Summary: The Administrator will plan, direct, and coordinate the academic and nonacademic activities of Brookfield Christian School.

Primary Duties:

Leadership:

- Provide primary leadership of the school.
- Act as educational and administrative expert to the Board.
- Advise and provide service data to the Board on all educational issues and procedures.
- Establish a wholesome spiritual and emotional atmosphere and culture that is consistent with a Christian school.
- Uphold the school constitution especially as it relates to the management of the school.
- Keep the Board informed, via monthly written report, on the operational and cultural aspects within the school.
- Help initiate consideration of the future needs of the school.
- Provide oversight and update all policy manuals as needed.
- In coordination with the Board, implement the vision and goals of the strategic plan and review and update the plan as necessary.
- Communicate clearly and consistently with all stakeholders and community members as well as the supporting church, Brookfield CRC.

Personnel:

- Work with the Board and its committees in staffing the school with Christian teachers and staff and distribute the work among its members.
- Outline in a general way the methods and procedures to be followed in classroom teaching.
- Organize and oversee the faculty in fulfilling curricular goals.
- Promote professional advancement of the faculty and staff as well as coordinate the mentoring and coaching of teachers.
- Interpret staff needs to the Board.
- Implement the teacher effectiveness plan and institute performance improvement goals when needed.
- Manage a growing organizational staffing structure.

Position Description

Instruction:

- Supervise the overall instructional process to ensure teachers educate using best practices, enabling students to learn to the best of their abilities.
- Assist the Board in coordinating the overall activities of the school toward the accomplishment of its educational goals.
- Regulate and enforce discipline. (It is the prerogative of the administrator to suspend pupils from school if this is considered to be in the best interest of the pupil and the school. Expulsion from school is the prerogative of the Board.)
- Coordinate the academic evaluation of students and the reporting of student progress to parents.
- Supervise the identification of children with special needs. Support the team facilitating and leading the implementation of their academic, social, and/or behavioral goals.
- Monitor test scores and adjust curriculum and personnel accordingly.

Public Relations:

- Support, adhere to and promote the school's mission, vision, and Statement of Beliefs.
- Keep the staff and constituents informed regarding Board work and policies.
- Provide for the flow of information about the school to parents, constituents, churches, and community.
- Foster a positive relationship between the school and its support organizations.
- Be present and active in the annual Society meeting.
- Seek to stimulate an interest for Christian education in the local community. Be in communication with local churches and congregations to be aware of educational and service opportunities.

Operations:

- Execute decisions of the Board concerning the internal operation of BCS.
- Supervise the daily operations and maintenance of the school.
- Supervise and coordinate the curricular and extracurricular programs of BCS.
- Recommend budget items to the standing committees, develop an annual budget with the Treasurer, and be responsible for the administration of the school's budget.
- Direct the admission process.
- Supervise the custodial care of buildings and equipment.

Other:

- Other duties as assigned by the board.

Position Description

Key Responsibilities and Expectations:

In Faithful Living:

- Have a personal faith commitment to Christ and shall be actively involved in a local Christian church of the Reformed tradition. (If not a member, be working towards membership.)
- Have a regular and active spiritual life.
- Practice love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
- Model biblical principles in making choices.
- Be humble in spirit but bold in Christ-like practice.

Education/Experience:

- A Bachelor's degree from an accredited college or university is required. A Master's degree in education and/or school administration is required (or in process of being acquired).
- Current Principal/Administrator certification from the state of Wisconsin or a willingness to pursue certification in the state of Wisconsin.
- Experience in teaching along with school administration in a Christian school environment.

Skills and Abilities:

- Ability to work and interact positively with others; service oriented.
- Be conscientious and responsible.
- Good at planning and organizing. Attention to detail is essential.
- Skilled in identifying problems and brainstorming potential solutions.
- Excellent written and oral communication as well as presentation skills.
- Passionate about connecting with teachers and students.
- Knowledge of Microsoft Office and Google Apps or updated, current school technology.

Physical Requirements:

- While performing the duties of this job the employee may be required to use hands and arms to operate tools and equipment. The job may require some physical exertion and the employee should be able to lift and move items weighing up to 50 pounds.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Board. Brookfield Christian School reserves the right to update, revise or change this job description and related duties at any time.

Connect

Brookfield Christian School

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