



HEAD OF SCHOOL

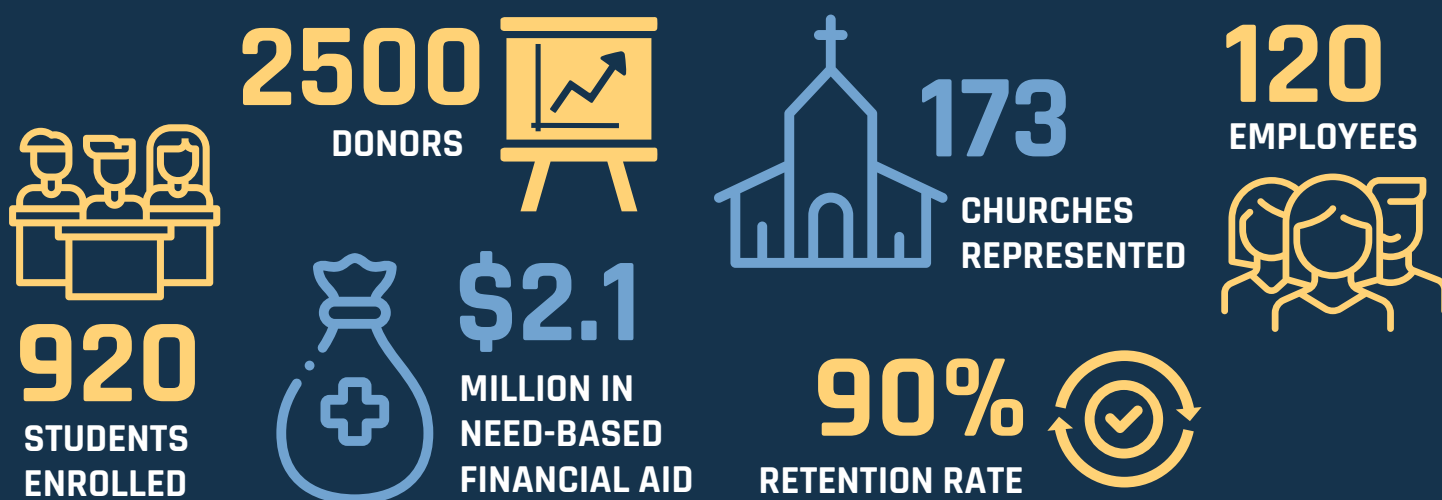
OPPORTUNITY PROFILE



About Harrisburg Christian School

Since 1955, Harrisburg Christian School (HCS) has provided an excellent, Christ-centered education for K-12 students in the Harrisburg area. Our school is comprised of more than 350 students, 120 employees (district-wide), and 173 churches. HCS is accredited by the Association of Christian Schools International (ACSI).

It is a tremendously exciting time for HCS and CSAGH as we have seen an enrollment increase of almost 17% in the last two years. Our athletic, fine arts, and college preparation programs have grown through active student involvement and we have seen students continue to excel academically despite the nationwide setbacks during 2020 and 2021. We continue to draw and retain superior faculty and staff as well as increase salaries, while remaining affordable to a broad range of families through fair and generous financial assistance. Most importantly, we have committed to keeping Christ at the center of all we do and have seen many students' lives transformed by the Gospel.



About the Christian School Association of Greater Harrisburg

Harrisburg Christian School and West Shore Christian Academy united into a single Christian school district under the leadership of the Christian School Association of Greater Harrisburg (CSAGH) on January 1, 2017. Harrisburg Christian School existed on the East Shore of the Susquehanna River since 1955. West Shore Christian Academy—once called Bible Baptist School—was a ministry of Bible Baptist Church on the West Shore since 1973.

This unique educational model means that students enjoy the feel of a small school while benefiting from the resources and opportunities of a larger district. CSAGH is led by the President and Vice President of Educational Programs under the Board of Directors.



WEST SHORE
CHRISTIAN ACADEMY

HEAD OF SCHOOL

Job Description

POSITION TITLE: HEAD OF SCHOOL

DEPARTMENT: ADMINISTRATION

REPORTS TO: VICE PRESIDENT OF THE CHRISTIAN SCHOOL ASSOCIATION OF GREATER HARRISBURG

RESPONSIBILITY SUMMARY:

The Head of School is responsible for implementing the mission and vision of Harrisburg Christian School (HCS). The Head of School is the chief executive officer, overseeing all aspects of instruction, personnel, and operations. This role includes working directly with the Christian School Association of Greater Harrisburg (CSAGH) Executive Leadership Team, comprised of the President, Vice President, CFO, and Chief Enrollment Officer, as well as other academic leaders.

Key Tasks

SPRITUAL LEADERSHIP:

- Strengthen and establish a Christ-centered school culture that promotes a clear Gospel witness to students and the broader HCS community.
- Provide direct, mature spiritual leadership to the staff, students, and broader HCS community.

ADMINISTRATIVE LEADERSHIP:

- Serve as the Chief Executive Officer of the school, reporting directly to the Vice President and working closely with the CSAGH Executive Leadership Team.
- Build a vibrant, trusting, and healthy organizational culture. Help make HCS an even better place to work by supporting, developing, retaining, and recruiting exceptional teachers and administrators aligned with the mission and vision of HCS and CSAGH.
- Appraise and evaluate the work of employees as stated in the evaluation schedule, keeping accurate records of this process.
- Determine the personnel needs of the school, assist in the recruitment of outstanding candidates, and recommend the employment of these candidates to the Vice President.

OPERATIONAL LEADERSHIP:

- Plan with the Business Office the future budgetary needs of HCS and operate the school within the adopted budget.

ACADEMIC LEADERSHIP:

- Oversee the development, implementation, and evaluation of curriculum for all grades.
- Oversee student issues of academic, social, spiritual, and disciplinary measures.
- Manage and/or support school accreditation processes.

STRATEGIC LEADERSHIP:

- Support the development of strategic enrollment, marketing, and advancement efforts.
 - Establish annual goals with input from the CSAGH Executive Leadership Team.
 - Promote HCS and its events and activities, as well as Christian education more broadly, through engagement with area churches, schools associations, conferences, and community events.
 - Working with the Chief Enrollment Officer, oversee the preparation and process of documents for application and enrollment of new and returning students.
 - Seek to expand and innovate, exhibiting the characteristics of a growth-oriented leader focused on growing enrollment and retaining current families.
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Qualifications

- A born-again believer in Jesus Christ and active participant in a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith.
 - Personal characteristics of leadership, integrity, humility, enthusiasm, and strength.
 - Broad organizational leadership experience.
 - A demonstrated commitment to Christian education and supportive of CSAGH's district model.
 - A master's degree in a relevant field.
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To Apply

Please submit a resume, cover letter, and responses to the following questions (two pages or less) to the **CSAGH Vice President Paul Beardmore** at paul.beardmore@csagh.org:

1. Describe your spiritual journey of faith in Jesus Christ. Indicate how God is using you in your work, church, and community. How has your relationship with Christ shaped your career and influenced your decision to apply for this Head of School position?
2. Describe your leadership style.

Mission Statement

Partnering with families to provide Christ-centered education that sharpens minds, deepens faith, and develops gifts.

Vision Statement

Preparing students to impact the world for Christ.

Parent Promise

Our promise is to deliver an excellent Christ-centered education which prepares students to be leaders who impact the world for Christ.



hcs.csagh.org



Harrisburg Christian School



@harrisburgchristianschool

PREPARING STUDENTS TO IMPACT THE WORLD FOR CHRIST



HARRISBURG CHRISTIAN SCHOOL

2000 Blue Mountain Parkway, Harrisburg, PA 17112 | 717.545.3728 | hcs.csagh.org

A member of the Christian School Association of Greater Harrisburg
