



New Life Academy

HEAD OF SCHOOL
OPPORTUNITY PROFILE



New Life Academy

MISSION

To educate students and help them flourish in a Christ-centered community where they are known, loved, and valued.

VISION

To educate faith-filled, future-ready leaders that will influence the world for Jesus Christ.

KEY FACTS

FOUNDED

1977

796

STUDENTS
(Early Ed – 12TH)

ANNUAL BUDGET

\$11M

COOP
ED



MEMBER OF
MINNDEPENDENT



STUDENT
TEACHER
RATIO

11:1

65+

CHURCHES
REPRESENTED IN THE
STUDENT BODY

TUITION

\$4,962-
\$14,907

7+

YEARS
AVERAGE
FACULTY
EXPERIENCE

ANNUAL
GIVING OF

\$1M+

GREETINGS FROM NEW LIFE ACADEMY

Dear Prospective Head of School Candidate:

On behalf of New Life Academy (NLA), I am excited to announce an incredible opportunity for an experienced Head of School beginning in the 2024-2025 school year. NLA is a growing and thriving Christian school in Woodbury, Minnesota.

Some of New Life Academy's outstanding accomplishments are:

- NLA was ranked as one of the Top 10 K-12 schools in Minnesota in 2022.
- Our preschool program has been recognized as "Best of Woodbury" for 7 years.
- Our upper school theater program was recognized as "Best of Woodbury" in 2023.
- Our summer program was recognized as "Best of Woodbury" in 2023.
- NLA student body has grown by eleven percent in the last 3 years and we continue to have waiting lists for several grades.
- We currently have a ninety-two percent retention rate for our students.

While these stats highlight some of our great accomplishments in recent years, they do not tell the full story. New Life Academy is a ministry of [New Life Church](#). The priority of New Life Church is the belief that pursuing the heart of God is best done together – through worshipping, serving, and lifelong relationships that challenge us to grow. The mission and vision of New Life Church align beautifully with NLA and what we want to accomplish as a Christ-centered school.

As we began to pray about our search for this role, we realized that what we are looking for is somewhat unique to the traditional head of school. The head of school's primary focus will be to oversee the day-to-day excellence of the academy. The candidate will be responsible for the academic leadership and the quality of the student experience at NLA. The head of school will work closely with the visionary of the organization, the lead pastor of New Life Church, to further our vision and mission. While the areas of development, finance, and human resources are not a day-to-day focus for our candidate, there will be regular involvement and opportunities for input in these areas.

Thank you for your interest in our school. We hope you take the time to explore this Opportunity Profile to gain a greater understanding about New Life Academy and our vision for the future. We look forward to meeting you.

Tyler Schelhaas

Chair, New Life Academy Governing Council



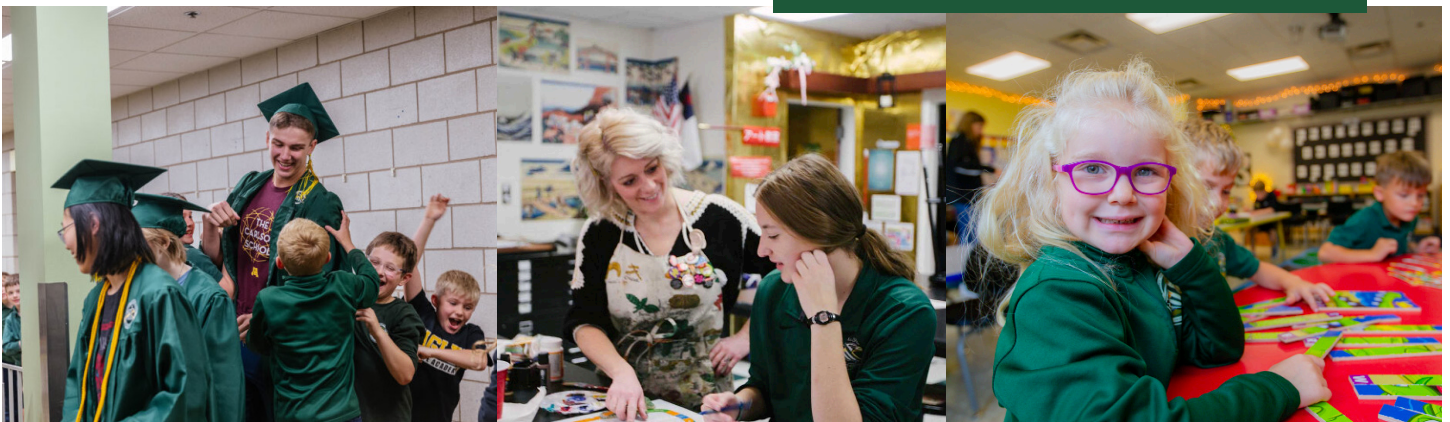
CORE VALUES

- 1 Pursue Excellence in Educating and Preparing Students for Life
- 2 Teach and Model an Authentic Christian Life and Worldview
- 3 Treat Others as Individually Valued and Uniquely Created
- 4 Create Vibrant Relationships with Students and Families
- 5 Provide a Transformative Educational Experience for an Exceptional Value

ACADEMICS

A strong education requires a partnership between the home and school. New Life Academy holds an education philosophy founded on the unchanging truths of God's Word. NLA's educational philosophy is defined as the lifelong, Bible-based, Christ-centered process of leading a child into a new identity with Christ. It works to develop children according to their specific abilities so that a child will be empowered to live a life characterized by love, trust, and obedience to Christ.

Christian parents can be confident in choosing New Life Academy as an educational partner to help form their child's Christ-centered beliefs. These Christ-centered beliefs will ultimately shape their child's decisions, habits, and choices.



CO-CURRICULARS

At New Life Academy, students can explore interests and pursue passions that extend beyond the school day. One of the best ways to do this is through extracurricular clubs or activities. As a school, we see the value in offering different activities that provide students with the opportunity to get involved. We encourage our students to pursue their passions so they can discover all that God created them to be.

Our list of clubs and activities changes year to year as students present new ideas and build community around their shared interests.

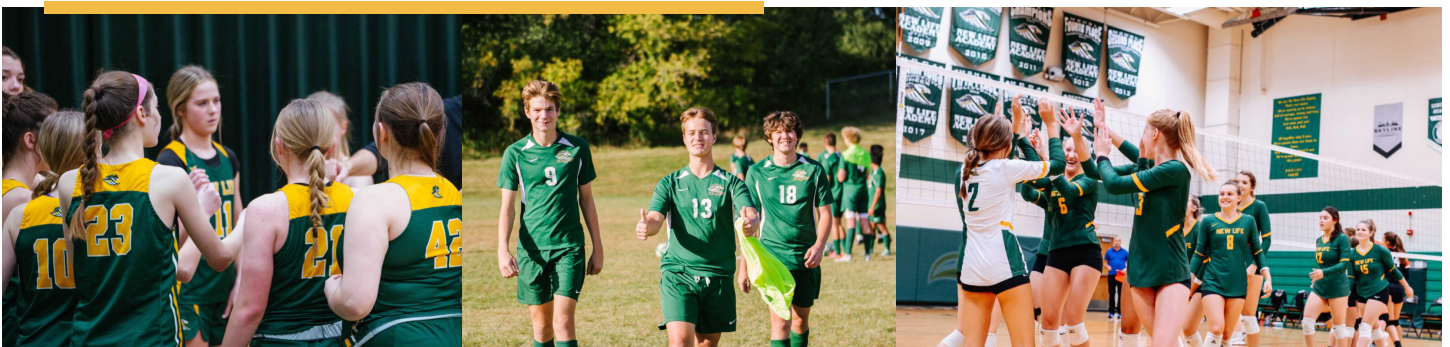


Developing Champions and Graduating Leaders:

Our Athletic Department is an extension of the classroom here at New Life Academy. On average, 78 percent of students in grades 5-12 participate in organized sports. New Life Academy coaches use their sport to teach life lessons that will impact our students for years after graduation. Our student-athletes continually learn about their unique gifts and talents, how to use them to serve their team, and how to intentionally impact the people around them each day.

Winning is our goal, but it's not our purpose. While it is exciting and instills a sense of pride, the journey to those achievements is what leaves a lasting impression. We want every student-athlete to graduate with deep, long-lasting friendships and cherished memories. Along the way, we teach our student-athletes how to be a champion and prepare them to be leaders for the rest of their lives.

Arts are an integral part of the educational experience at New Life Academy. Our Fine Arts program includes visual art, performing arts, vocal, and instrumental music. Creative expression is important in helping our students develop critical thinking skills, grow in their problem-solving abilities, and practice communicating visually. We have many opportunities for students of all ages to grow or discover their passion in the arts.



COMMUNITY

Since 1977, New Life Academy has partnered with Christian parents to help their children grow in their God-given gifts and develop a love for learning. NLA was founded on the unchanging truths of God's Word; every aspect of what is taught is done through a biblical worldview.

Our school community is made up of Preschool-Grade 12 families. The strong relationships built between students, teachers, and families who love the Lord and desire to be more Christ-like, are what sets our school apart.

At New Life Academy, students begin learning how to live out Jesus' message from an early age. The tree, a living, organic, growing, and abundant plant, offers a beautifully profound yet simple journey of discipleship at New Life Academy. Discover how we educate faith-filled, future-ready leaders.



LEARNING ENVIRONMENT

At New Life Academy, we are dedicated to maintaining the highest quality of education while helping students grow and develop in a Christ-centered community.

At NLA, we realize that most parents have budget concerns when it comes to affording private, Christian education. Our variable tuition model allows us to meet families where they are at financially.

Why do families choose New Life Academy?

A Christ-centered environment — Even though we have a high level of academics, we go beyond the books to help students build character, pursue excellence, and experience discipleship daily.

Extracurricular opportunities — Whether your child takes an interest in art, music, athletics, or technology, they will find a variety of possibilities to spark their God-given talents.

Innovative learning — Our students explore their individual passions, express their creativity, and develop real-life skills through hands-on projects, learning excursions and trips, and our Upper School IMPACT Hour program, which focuses on Fine Arts, Humanities, STEM, and Business.

HEAD OF SCHOOL

FLSA CLASS: EXEMPT

WORK STATUS: FULL-TIME

DEPARTMENT: ADMINISTRATION

DATE PREPARED: DECEMBER 2023

POSITION SUMMARY

New Life Academy is a ministry of [New Life Church](#) in Woodbury, Minnesota. New Life Academy has nearly 800 students spanning preschool through 12th grade. The head of school is responsible for the academic leadership and the quality of the student experience at the academy. The head of school, in partnership with the lead pastor, is also responsible for ensuring the provision of spiritual/biblical worldview as well as implementing the strategic vision at the academy. The head of school reports to the Governing Council.

POSITION RESPONSIBILITIES

ACADEMIC AND SCHOOL LEADERSHIP

- Experience in building, implementing and maintaining a K-12 curriculum that achieves educational goals.
- Experience in maintaining high academic standards, with a commitment to growth and excellence while remaining consistent with the school's mission.
- Effectively directs educational school programs, including biblical worldview focused academics through Teaching for Transformation in the areas of religious, cultural, arts, and community service programs; and extended-day programs.
- Fosters a challenging educational environment that strives to support, care for, and nurture each student and seeks to develop each student's academic, moral, spiritual, physical and emotional growth.
- Sets a standard of excellence for all aspects of the school's programs, including working with division heads to focus on and further their professional growth and development.
- Understands the importance of, and has the heart of, a shepherd that can love and build relationships with the community at large, including students, families, staff, faculty, leadership, and the broader New Life Community.
- Has a clear plan and track record for leading spiritually, managing with consistent and grace-filled discipline, and encouraging/fostering/empowering leaders to humbly submit to the plan of the ministry and serve in a Christ-like manner.
- Responsible for supporting the recruiting efforts of new faculty and motivating an outstanding and diverse faculty through Trust Based Observations and annual reviews.
- Works closely with the admissions department to ensure that new families align with the mission and vision of New Life Academy, to ensure that we are recruiting and serving an ethnically and socio-economically diverse student body.

- Leads the accreditation process and owns the ACSI recommendations as they maintain our academic excellence and the school's professional standing.
- Fosters a positive and safe school environment for the entire New Life community.
- Builds upon and strengthens our Christ-centered culture.
- Works in partnership with the lead pastor to drive decisions and actions consistent with New Life's vision and mission which help accomplish our strategic objectives.
- Encourages an openness to innovation and pursues new opportunities such as PSEO+ and future educational opportunities that enable New Life Academy to thrive in a changing spiritual/educational landscape.

ADMINISTRATION

- As part of New Life's Executive Team, the head of school participates in business and financial management, including annual budget formulation, stewardship of resources, planning and financial forecasting and reporting.

DEVELOPMENT, GROWTH AND PLANNING

- Works with the Head of School Executive Committee and Governing Council to identify capital, staffing, and faculty requirements needed for New Life Academy to achieve its mission.
- With Governing Council assistance, provides input on long-range strategic planning and implements directives and policies.
- Supports the development team in fundraising in the Annual Fund campaign, special events, and capital campaigns as well as in the cultivation of relationships with the school's supporters and potential supporters.

COMMUNITY BUILDING

- Maintains an environment of openness and trust, recognizing the needs, concerns and expectations of students, faculty and staff, parents, and the wider New Life Academy community.
- Promotes New Life Academy in the metropolitan community, the independent school community, and Christian school organizations.
- Represents New Life Academy to its various constituencies, including parents, grandparents, alumni, friends, educational organizations, and the New Life Academy community.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

- At minimum, a master's degree in educational leadership/administration; classroom teaching experience highly preferred.
- 3+ years experience in a leadership role in a school environment highly preferred (Christian school experience preferred).
- Knowledge and experience in all areas of school administration.

SPIRITUAL

- A committed and "born again" Christian as described in John 3.
- Qualified as a biblical leader in accordance with Scripture.
- A Godly example of servant-leadership.

COMPETENCIES

SPIRITUAL LEADERSHIP

Demonstrates a spiritual maturity that includes the ability to spiritually shepherd and lead to further kingdom education.

COMMUNICATION

Demonstrates interpersonal oral communication skills by speaking clearly and persuasively in positive or negative situations. Written communication should have an audience identified and the message clearly defined in an understandable format.

PLANNING/ORGANIZING

Prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.

PROBLEM SOLVING

Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.

PROFESSIONALISM

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

TEAMWORK

Can quickly find common ground and solve problems for the good of all; is seen as a team player due to cooperation and support; easily gains trust and encourages collaboration.

TECHNICAL LEARNING

Ability to learn and comprehend new technical skills and knowledge.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office environment is usually light. Occasional local travel may be required.

INQUIRY

Applications will be continuously processed until the time that a new head of school is appointed.

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 New Life 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 New Life 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, telephone numbers, and email addresses of four references who know you and your career well enough to comment on your suitability for the head of school role at New Life 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, **"New Life Academy – Head of School."**

PREPARING STUDENTS TO BE FUTURE-READY LEADERS WITH A CHRISTIAN WORLDVIEW



**New Life
Academy**

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