



Calvary Academy

HEAD ADMINISTRATOR | OPPORTUNITY PROFILE



Calvary Academy

Academic Excellence. Christ-Centered Education.

MISSION

Calvary Academy is a private Christian school with the mission of challenging its students to know Christ as Lord, teaching them to know and apply biblical truth, and training them to pursue academic excellence in order that they may engage and transform their world for Jesus Christ.

VISION

Our vision is that each student demonstrates both biblical knowledge and Christian character, along with educational and social skills which will lead to their success in the larger society and the kingdom of God.

KEY FACTS

FOUNDED

1970

STUDENT
TEACHER
RATIO

15:1

250

STUDENTS
(Kindergarten - 8th)

63+

CHURCHES
REPRESENTED IN THE
STUDENT BODY



ANNUAL
BUDGET

\$2.7M

ILLINOIS
NON-PUBLIC
STATE
RECOGNIZED
SCHOOL

TUITION
\$7,700

AVERAGE
FACULTY
EXPERIENCE
11+
YEARS

FAMILIES FROM

36

DIFFERENT
COMMUNITIES



CORE VALUES

1 Success is within the reach of every child. Therefore, we will cultivate an atmosphere of excellence where children can learn to reach their God-given potential. We will provide consistent opportunities for the development of reading, writing, mathematics, and technological skills, along with participation in athletics and the fine arts. *(Colossians 3:23)*

2 Children are image bearers of God. Their most innate need is to know God. We will help them to know God deeply through a thorough investigation of His word (Bible study and memorization), His creation (the arts and sciences), and His works (mission projects and acts of service). Christ will be honored in all. *(Colossians 1:17-18)*

3 Teachers are called to be carriers of wisdom and resources. They will be highly prepared in both academic content and their Christian character. They love God and love children. Teachers will disciple and mentor students, as well as providing instruction and biblical expectations for healthy relationships among student peer groups. *(Colossians 3:16)*

4 Parents have a God-given responsibility for their children. We will create partnerships with all parents in order to mutually share resources and support as they shepherd the hearts of their children. *(Deuteronomy 11:19)*

5 The kingdom of God is over everyone and everything. Therefore, we will place everything that we do in this institution under the dominion of the Lord Jesus Christ. *(Colossians 1:16-18)*

ACADEMICS

Here at Calvary, we believe that education needs to encompass multiple facets of a student's life in order for them to reach their God-given potential. Calvary's curriculum includes outstanding academic preparation, computer literacy, fine arts education, physical education, and a multitude of sports opportunities. We are uniquely Christian with biblical values and worldview taught in the classroom. Our qualified faculty and staff are dedicated to training the students entrusted to us to reach their God-given potential.

LEARNING ENVIRONMENT

FACILITIES

Calvary Academy is located in South Holland, Illinois, a southern suburb of Chicago. Calvary's facilities include 18 classrooms, two computer labs, a library that maintains a comprehensive collection of books and periodicals, an art room, a music room, a band room, and a science laboratory. The campus also features a gymnasium, locker rooms, and athletic fields.

TECHNOLOGY

Calvary is proactive in keeping current with technology and using it to the greatest advantage in the classroom. Calvary staff and students are blessed to be able to utilize—

- Two computer labs
- Mimio Interactive white boards in every classroom
- LCD projectors and short throw laser projectors
- Chromebook computers in all classrooms
- 100 Apple iPads
- Document cameras
- Laser Jet printers throughout the building
- 55" TVs on carts



The use of technology allows students the ability to explore worlds beyond the classroom while giving teachers the tools for lesson planning, development, and student assessment.

LEARNING ENVIRONMENT

Believing that every good and perfect gift comes from our Heavenly Father (James 1:7), our students are encouraged to develop the gifts God has placed in them. Our students have opportunities to engage in sports, music, art, computers, as well as participating in student leadership activities.

Believing that teaching children lays a foundation for their future and eternity (Proverbs 22:6), our faculty and staff are caring professionals committed to partnering with parents in the education of their child.

CO-CURRICULARS

GENERAL MUSIC

Calvary Academy's general music program provides students with experiences that highlight the God-given joy of music at age-appropriate levels. Music classes are held once a week in kindergarten through fourth grade. Students experience music through active participation in singing, body movement, instrumental performance, and age-appropriate listening skills.

Elements of melody, harmony, rhythm, music notation, and form are explored with each grade building upon the foundation of the previous year. General music classes are interactive, fun and instructive, designed to instill in students a love for music.

BAND

Calvary's band program consists of three bands: fifth-grade (beginning) band, sixth-grade band, and Junior High (combined 7th and 8th grade) band. Band classes are offered during the school day. Fundamental skills in music notation, theory, and instrumental performance are emphasized, preparing the foundation for a quality instrumental ensemble experience. Calvary's bands perform two concerts a year.

In addition, band students are offered opportunities to participate in solo and ensemble contest and jazz band.

Calvary Academy's band program gives an opportunity for children to experience the joys and pleasures of music, and to grow in the areas of discipline, teamwork, self-esteem, creativity, and self-expression.



ART

Art is offered to all grade levels at Calvary. Students experience art through creative experiences with an emphasis on development of space, color, shape, line, value, texture, and patterns. Students learn to express their faith through art activities that utilize different media. An appreciation for God's gift of the visual arts is emphasized.

ATHLETICS

Calvary Academy provides its students with the opportunity to participate in extra-curricular, interscholastic sports. A variety of competitive sports are offered, including co-ed soccer, boys' and girls' volleyball, boys' and girls' basketball, track and field, and cheerleading. The objectives of the athletic program include—

- glorifying God using His gifts on the field/court.
- providing a Christian environment for players to develop their athletic talents.
- instilling in the players an attitude of respect and sportsmanship towards other players, coaches, officials, and fans that is consistent with biblical principles.

COMMUNITY

Calvary Academy is a unique community across all age groups. Every Friday the entire school, K-8th, assembles for chapel to worship and hear from God's word. This year our chapel theme is "Loving God, Loving People." Chapel commences each week with a school-wide reading of this year's chapel verse:

“A new commandment I give to you, that you love one another; just as I have loved you, you also are to love one another.”

John 13:34 (ESV)

Worship is led by our eighth-grade chapel team. During the school year each grade has an opportunity to share God's word with the entire school by hosting a chapel. Christmas chapel is a combined effort across the entire school, and at the end of the school year, all grades honor our graduating eighth graders at the last chapel. This chapel format creates a connection between grades throughout the school as students support and encourage each other.

Calvary students also meet once a quarter for an Awards Assembly. Students are honored in front of the entire school for grades, perfect attendance, and Christian character.

Eighth grade and kindergarten form a special bond as eighth graders pair up with the kindergarten students to attend events like our third-grade Black History Living Museum. Eighth graders also are given opportunities to visit the kindergarten classes, reading books and helping in other ways during various times in the year.

Community is also evident during Olympic Day. Olympic Day is a dynamic field day with student teams competing in a variety of games. Teams are created with students from every grade. Older students become big "brothers and sisters" to younger students that day—all working together as a team. Olympic Day is such a memorable event that each year the school is flooded with alumni who come back to run games or coach a team.

A community culture is celebrated and nurtured here at Calvary!



HEAD ADMINISTRATOR

POSITION SUMMARY

The Head Administrator is the person responsible for leading, equipping, and inspiring Calvary's team of teachers, administrators, and support staff. The Head Administrator is responsible, directly or indirectly, for all aspects of instruction, personnel, operations, development, and public relations.

- Salaried, contracted 12-month employee
 - Reports directly to the Calvary Academy School Board
 - Supervises all school employees, either directly or indirectly
 - Oversees, in some capacity, all aspects of the school
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QUALIFICATIONS

- Successful classroom teaching experience
 - Three years (minimum) working in an administrative position
 - Master's Degree (minimum)
 - Christian Education experience
 - Active member of a Christian Church that aligns with Calvary Academy's Statement of Faith
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PERSONAL PROFILE

- Professing and practicing Christian whose conduct, integrity, and relationships reflect biblical principles
- Demonstrates an understanding of Christian education and biblical worldview and its implementation in the classroom
- A love for learning and serving others

PROFESSIONAL PROFILE

- Excellent communication skills, both verbal and written
 - Excellent organizational skills
 - Excellent interpersonal skills. Can work and communicate effectively with students, parents, faculty, and staff
 - Can effectively use technology
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KEY LEADERSHIP TASKS

ADMINISTRATIVE

- Serves as the executive officer of the school in the areas of public relations, operations, finances, education, and human resources
- Reports to the School Board:
 - Advises on vision and policy issues
 - Oversees and reviews updates to all policies of the school board
 - Implements board policies
- Fosters a healthy work environment and community through godly interactions with parents, students, faculty, and the community
 - Is an active listener when conflict arises and handles conflict with professionalism and dignity
 - Visible to staff, parents, and students in a variety of situations
 - Is approachable and fosters an atmosphere of mutual respect, trust, and honest communication
- Oversees the recruitment of qualified administrators, teachers, and staff. This includes a commitment to the development, training, and retention of quality administrators, teachers, and staff
- Oversees the development of a strategic plan and its implementation
- Oversees all business office operations
- Oversees all physical building and property maintenance, as well as scheduling all necessary inspections
- Oversees all handbook revisions, promotional materials, and school communications
- Submits all required state reports and agency surveys
- Oversees any legal issues as they pertain to the school

INSTRUCTIONAL

- Coordinates professional growth opportunities for faculty and staff with the principal
- Works with the principal in overseeing teacher evaluations
- Oversees professional development for the administrative team and is responsible for administrative team evaluations
- Oversees Spiritual Life Coordinator
- Completes all paperwork needed for ACSI membership and Illinois Nonpublic School Recognition
- Oversees curriculum development with principal and staff, reviewing all school curriculum on a cyclical basis
- Works with faculty and staff to align all aspects of the school with a biblical worldview

OPERATIONAL

- Ability to create and monitor an operating budget for the school
 - Present an annual budget to the board for approval
 - Oversees tuition payment and any special considerations
 - Prompt payment of bills
 - Prioritizes expenditures wisely
 - Schedules and completes all annual audits
 - Provides proper reporting to the board, including opportunities or concerns

INQUIRY

Applications will be continuously processed until the time that a new head administrator is appointed. Nominations, expressions of interest, confidential inquiries, and questions concerning this search should be submitted to Paul T. Neal (610.348.5057) from the Center for the Advancement of Christian Education (CACE), the consultant assisting Calvary 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 Calvary 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 administrator role at Calvary Academy.** (References will be contacted only after we have requested and received your permission to do so.)

Submit application materials to Paul T. Neal at paul.neal@cace.org with the subject line, "**Calvary Academy–Head Administrator.**"

**ACADEMIC EXCELLENCE.
CHRIST-CENTERED EDUCATION.**