



ZEELAND CHRISTIAN SCHOOL

HEAD OF SCHOOL OPPORTUNITY PROFILE





ZEELAND CHRISTIAN SCHOOL

OUR MISSION

To provide a high-quality Christian education based on the Reformed understanding of the Christian faith. We do so as an extension of the Christian family, assisting parents in carrying out their responsibility to instruct their children in the Christian faith.

OUR VISION

To enable students to function to their fullest potential in contemporary society as Christian citizens who respond lovingly to God's will, recognize the significance of serving others, and accept their responsibility toward the world.



FOUNDED
1915

AVERAGE FACULTY EXPERIENCE **13+** YEARS

PROGRAMS

- Ⓢ TRADITIONAL
- Ⓢ INCLUSIVE EDUCATION
- Ⓢ SPANISH IMMERSION
- Ⓢ MANDARIN IMMERSION
- Ⓢ OUTDOOR EDUCATION

STAFF MEMBERS
194

ANNUAL BUDGET
\$8M



OUR VALUES

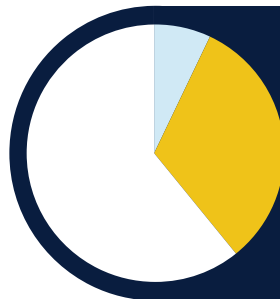
I
G
N
I
T
E

- Image Bearers of God
- Growth for All
- Nurturing Relationships
- Innovation and Rigor
- Transformational Service
- Engaging God's Word and World



ENROLLMENT

- 🕒 PRESCHOOL: 248
- 🕒 ELEMENTARY: 498
- 🕒 MIDDLE SCHOOL: 223



MANDARIN IMMERSION
SPANISH IMMERSION
 TRADITIONAL ENGLISH

969 TOTAL STUDENTS

TUITION: \$9,800

ACADEMICS

At ZCS, we teach from a posture of loving God, loving kids, and loving learning. In doing so, we model Christlike character and obedience to God's will as stewards of every mind, heart and student we encounter.

Our faculty are experts in relationship-based teaching, building trust with students from the get-go and leveraging classroom communities to enhance student engagement with curriculum. Our approach of inquiry-based learning encourages students to get curious, ask questions and discover answers creatively and collaboratively.

Project-Based Learning

Students at all grade levels work to develop deep content knowledge as well as critical thinking, collaboration, creativity, and communication skills through this approach to learning. A real-world problem or complex question is taken on by students over an extended period of time, culminating in a public product or presentation for a real audience.

Nature-Rich Education

Our nature-focused program provides a well-rounded, outdoor-enriched education to our youngest learners through 1st grade, integrating outdoor experiences into subjects like science, math, language arts, and art. Students grow in their understanding of God's handiwork through meaningful interactions with His creation.

LEARNING ENVIRONMENT

泽兰基督教学校 | Escuela Cristiana de Zeeland | Zeeland Christian School

ZCS offers education in three target languages, providing opportunities for students to learn in English, Mandarin, and Spanish. We are the only school in the Midwest to offer a total-immersion, Christian Mandarin Immersion program, and we have the largest and most established Christian Spanish Immersion program in Michigan. With twelve different countries of origin represented among our faculty, our students are surrounded daily by diverse experiences of language and culture.

灿燃 | Brilla Intensamente | Burn Bright

In addition to our robust immersion opportunities, students develop community, compassion, and empathy through our Inclusion program, where classmates of varying abilities learn side by side. Inclusive Education students have support to accommodate physical, mental and/or emotional differences, each spending part or much of their day alongside peers in a general education classroom. Not only do Inclusion students benefit by being fully included in Zeeland Christian life, but their peers learn more about what it means to be members of one body, valuing each member and growing in understanding of the beautiful and varying abilities of God's children.



ATHLETICS

Middle School Athletic Opportunities

We offer a variety of athletic opportunities for 6th, 7th, and 8th grade students. Our athletics philosophy encourages students not only to exercise and steward their health, but also to develop skills in teamwork, leadership, and sportsmanship, both on and off the field.

Unified Sports

Unified Sports is a program offered in partnership with Special Olympics where students with and without intellectual and developmental disabilities have the chance to participate in athletic opportunities and engage in sports together. Unified Champion Schools encourages inclusion both inside and outside of the school building and school day. The program seeks to foster authentic friendships, inspire students' leadership qualities, and share the message that everyone belongs. ZCS does this through three pillars: Unified sports and player development, inclusive school leadership, and engaging the whole student body in events like our Unified Basketball game.



CAMPUS

Zeeland Christian has two campuses: our main (Central Ave.) campus which houses threeschool through eighth grade, and Creation Ridge, our outdoor, nature-based threeschool and preschool.

Main Campus

Our main campus is located in the heart of Zeeland, MI, nestled into the residential neighborhood just a block off Main St. We have approximately 30 classrooms, a full-size gymnasium with bleacher seating, a theater stage, a media center and library, choir and band rooms, an institutional-sized kitchen, a customized inclusive education center and resource rooms, a prayer room, common areas, multiple office spaces, and large, sweeping playgrounds and outdoor fields.



HEAD OF SCHOOL

DESCRIPTION & QUALIFICATIONS

The Head of School at Zeeland Christian School (“ZCS”) is a leader of leaders—responsible for the overall management of ZCS. The Head of School is tasked with overseeing the day-to-day operations of ZCS consistent with the mission of providing, “a high-quality Christian education based on the Reformed understanding of the Christian faith.” To that end, the Head of School works collaboratively with the Board of Trustees (“Board”), Leadership Team, faculty, and ZCS Society to help each student “function to their fullest potential in contemporary society as Christian citizens who personally respond in loving obedience to God’s revealed will, who recognize the significance of serving others with their lives, and who accept their responsibility toward the world in which they live.”

The Head of School reports to the Board and, among other things, takes overall responsibility for board relations, leadership management, faculty supervision, business and finance, curriculum and instruction, and marketing and advancement, integration of faith and learning, and spiritual leadership.

JOB REQUIREMENTS

- Professing Christian.
- Demonstrated commitment to Christian education and the ability to articulate a Reformed perspective on education.
- Ability to articulate, comply with, and promote the Mission Statement, Belief Statement, and Value Statement of ZCS.
- Excellent communication, interpersonal, and organizational skills.
- At least 3 years of experience with school administration.
- Advanced degree related to education preferred.
- Fundraising and development experience.
- Experience with inclusion and immersion language programs preferred.



DUTIES

Board Relations

- Keeps the Board informed, on a regular basis, as to the day-to-day operations of ZCS.
- Acts as a conduit for communication between the Board and the Leadership Team.
- Attends all Board meetings and committee meetings.
- Responds to information requests from the Board and ensures that the Board receives all data necessary to assist in its work.
- Assists the Executive Committee with setting agendas for Board meetings.
- Collaborates with the Board to set and carry out the vision for ZCS including setting short-term and long-term goals with measurable objectives.



Leadership Management

- Manages and mentors the Leadership Team which currently includes the Elementary School Principal, Middle School Principal, Executive Assistant, Executive Director of Finance and Operations, Director of Student Support Services, Executive Director of Advancement, Director of Immersion, Preschool Director, and Director of Teaching and Learning.
- Sets structure for the Leadership Team and corresponding job descriptions.
- Facilitates meetings of the Leadership Team.
- Collaborates with the Board, committees, and the Leadership Team regarding hiring, supervision, evaluation, and dismissal of administrators, faculty, and staff members.

Faculty & Staff Supervision

- Fosters professionalism, collegiality, and ethical conduct among faculty.
- Ensures that faculty regularly report student progress to parents on a timely and helpful basis.
- Oversees human resources including contracts, salaries, benefits, job assignment, performance, and evaluation.
- Supervises keeping and maintaining personnel records.

Business & Finance

- Understands and supervises the business functions of ZCS including, but not limited to, budgeting, reporting income, monitoring income, monitoring and reporting expenses, investments, and cash flow.
- Keeps appropriate records and ensures auditing.
- Drafts and maintains a rolling three-year budget and makes recommendations to the Board regarding the budget.
- Oversees the maintenance and cleaning of the buildings, grounds, and all plant operations and building security and emergency procedures.
- Plans and executes all major capital purchases, repairs, and building projects.

Curriculum & Instruction

- Ensures teachers receive regular and appropriate professional development and that teachers have appropriate certification and training.
- Supervises the selection of the school's curriculum, upholds the academic standards for the school, and oversees the process of developing the annual calendar.
- Monitors and supervises support systems within the school such as inclusion programs, support services, and counseling services.
- Administers the school's discipline policies and standards of conduct.

Marketing & Advancement

- Develops and maintains relationships with stakeholders including students, teachers, staff, parents, donors, the Board, committees, and the broader community.
- Serves as the chief fundraiser.
- Supervises and assists the admissions functions of the school, including recruitment programs, internal marketing, external outreach, website development and maintenance, information dissemination, and applicant testing and interviewing.
- Plans and optimizes the school's fund-raising programs including the general budget, capital campaigns, planned giving, and major events.
- Supervises the school's development efforts in identifying, cultivating, thanking, and communicating with past, present, and prospective donors.
- Oversees the school's relations with its alumni including development and maintenance of the alumni database, communications programs, and special events.

Integration of Faith and Learning

- Understands and articulates the Reformed perspective on faith and learning.
- Motivates and oversees efforts at ZCS to ensure faith formation and recognize that faith and learning are fully integrated.
- Demonstrates Christian character and the ability to articulate and adhere to ZCS' Mission Statement, Belief Statement, and Value Statement.

Spiritual Leadership

- Demonstrates strong spiritual leadership skills.
- Models Christian values and prayer.
- Participates as an active member of a local Church.
- Oversees and inspires active participation in faith formation.



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. Tim VanSoelen (712.441.4958) from the Center for the Advancement of Christian Education (CACE), the consultant assisting Zeeland Christian 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 Zeeland Christian, 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 Zeeland Christian. (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, "Zeeland Christian School - Head of School."

Where **FAITH & LEARNING** Burn Bright.



334 W. Central Ave.
Zeeland, MI 49464

616.772.2609
zcsinfo@zcs.org