



# FPDS

First Presbyterian Day School

Head of School | Opportunity Profile

# FPDS

## MISSION STATEMENT

Believing that children are a heritage of the Lord, the mission of First Presbyterian Day School is:



Planting Seeds of  
Christlikeness in the  
Hearts Of Children



Pursuing Excellence  
in Academics



Preparing Students for  
Future Service in God's  
Kingdom in their Homes,  
Churches, and Professions



FOUNDED  
**1965**

**\$6.7M**  
ANNUAL BUDGET

AVERAGE  
FACULTY  
EXPERIENCE **13+**  
YEARS

**70+**  
CHURCHES  
REPRESENTED IN THE  
STUDENT BODY





# VISION

To be the leading Christian school distinguished by planting seeds of Christlikeness and nurturing the whole child—spiritually, intellectually, physically, socially, and emotionally—through a rigorous, Biblically-integrated curriculum. We aspire to create a transformative learning environment where students are empowered to reach their full potential and are prepared to make a meaningful impact for God’s Kingdom in their homes, churches, communities, and professions.

**Every lesson, activity, and experience at FPDS is informed by our academic approach: Learn. Grow. Go.**

First and foremost, our students **LEARN** to be learners. From the Innovation Lab to enrichment classes, our hands-on curriculum and thoughtful technology keep each child engaged and inspired. Our close-knit community of students, teachers and families support your child as they **GROW** in their faith and into stewardship and leadership. We teach your child to walk with Christ, so that no matter where they **GO**, they are equipped spiritually, emotionally and academically to be sure of themselves, make wise choices and do great work.



**600**  
**STUDENTS**  
(Early Childhood  
- 6th Grade)

**105** **STAFF & FACULTY**

**TUITION RANGE: \$6,250 - \$10,250**



# GREETINGS FROM FPDS

Dear Candidate,

On behalf of the Board of Trustees and the entire First Presbyterian Day School (FPDS) community, we are honored that you are considering the opportunity to serve as our next Head of School. This is a unique leadership position, and we are prayerfully seeking a leader who will uphold and advance the mission of FPDS: planting seeds of Christlikeness, pursuing excellence in academics, and preparing our students for future service in God's kingdom—in their homes, churches, and professions.

Since 1965, FPDS has held an unwavering commitment to being the leader in Christian education while striving to empower our students to reach their full potential spiritually, academically, socially, physically and emotionally. In our pursuit of the next Head of School, we are looking for someone with a passion for education, a commitment to Christian values, and a vision for the future of our school. While a background in education can be valuable, it is not required. We are confident that we will find a strong leader with experience and dedication to our school's mission and will be a strong match for this important role we are looking to fill.

As you prayerfully consider this opportunity, we encourage you to reflect on how your unique gifts, experiences, and calling align with the mission of FPDS. Our Search Committee is here to provide support and guidance throughout this process, and we are eager to learn more about your experiences and vision for leading our school community. We also kindly ask that you read our reformed philosophy of education, written by former pastor of First Presbyterian Church, John Reed Miller, as it pertains to our beliefs and our mission in our philosophy in educating children in a church-sponsored school.

Once again, thank you for your interest in this important leadership opportunity.

Sincerely,

The FPDS Board of Trustees



# ACADEMICS

At First Presbyterian Day School, our academic approach is designed to cultivate a love of learning while providing a strong foundation for lifelong success. We are intentional about creating a rigorous, Biblically-integrated curriculum that challenges students to think critically, communicate effectively, and solve problems creatively. From our youngest learners to our sixth-grade leaders, our curriculum evolves to meet the developmental needs of each stage, blending academic excellence with hands-on, experiential learning that keeps students engaged and inspired.

What truly sets our academic approach apart is our exceptional faculty. Our teachers are not only experts in elementary education but also passionate about nurturing the whole child—academically, spiritually, and socially. They go beyond delivering content; they inspire curiosity, instill confidence, and model a Christ-centered worldview in every subject they teach. Small class sizes enable our teachers to tailor instruction to individual learning styles, ensuring that every student receives the support and challenge they need to thrive.

We also embrace innovation in our classrooms, integrating thoughtful technology, enrichment opportunities, and specialized spaces like our Innovation Lab to create a dynamic learning environment. This commitment to academic excellence, paired with a focus on character development and faith formation, prepares our students to excel in their future endeavors while walking confidently in Christ's path. At FPDS, learning is not just an activity; it's a transformational journey.



# ATHLETICS

The athletic program at FPDS fosters an appreciation for physical fitness and athleticism while teaching the value of discipline, commitment, and team contribution over self-promotion. Godly coaches inspire students to strive for their best while uplifting one another, showing respect for competitors, and glorifying God in all that they do. FPDS offers the following athletics:

- **Basketball** (Boys & Girls, Grades 3-6)
- **Cheerleading** (Girls, Grades 5-6)
- **Football** (Boys, Grades 5-6)
- **Swimming** (Boys & Girls, Grades 1-6)
- **Volleyball** (Girls, Grades 5-6)





# ARTS

## Choir

Each year, rising sixth grade students have the opportunity to try out for the FPDS Honor Choir. Members sing at events such as Holiday Potpourri and at local nursing homes.

The Fifth Grade Choir learns to sing in parts and is introduced to many styles of music. The choir enjoys performing at an M-Braves baseball game and at their annual Spring concert.

## Strings

The Strings Music program will teach students to play the cello, string bass, viola, or violin. While learning the basics of playing a stringed instrument, the children will learn many classic pieces of music literature. Teamwork, dedication, self-discipline, and responsibility prepare a child for a successful future in any profession he or she may choose.

## Plays

From K3-5th grade, our students participate in grade level productions. Here students learn the value of collaboration as well as an appreciation for music and theater.



# COMMUNITY

The culture at First Presbyterian Day School is one of intentionality and care, designed to nurture children during these formative years in a way that respects their unique developmental needs. We understand that childhood is a sacred time—a season of curiosity, wonder, and character formation. That’s why everything we do is rooted in creating an environment that fosters growth while protecting students from the pressures of a world that often pushes them to grow up too quickly. At FPDS, we honor the innocence and joy of childhood, providing a space where students can safely explore, learn, and flourish.

Our culture is built around age-appropriate experiences that balance structure and freedom, equipping students with the skills they need while honoring their stage in life. From Christ-centered values woven into every activity to intentional relationships between teachers and students, we ensure that each child feels seen, valued, and loved. Small class sizes, a nurturing environment, and a focus on holistic development allow us to provide the care and guidance that help children navigate these pivotal years with confidence and grace. At FPDS, we are not just preparing students for the next grade level; we are preparing them for a lifetime of faith, wisdom, and purpose.



# HEAD OF SCHOOL

## PURPOSE OF THE POSITION

The Head of School is responsible for the execution of the mission and vision of First Presbyterian Day School. The Head of School is the chief executive officer, responsible for all aspects of instruction, personnel, operations, development, and public relations. This work includes working closely with the school board and administrative team. The Head of School will lead, equip, and inspire a team of people who have the talents to operate the school in line with the mission and ensure that FPDS is the clear leader in Christian education and elementary academic excellence in the Jackson metro area.

Position:

- Reports to the FPDS School Board
- Supervises all school employees, either indirectly or directly

## QUALIFICATIONS

- Professing Christian with proven leadership abilities whose conduct exemplifies a mature faith, Biblical principles, humility, personal integrity, and professionalism
- Demonstrated leadership experience
- Agreement with the FPDS [Statement of Philosophy of Education](#)
- Active member of, or willing to join, First Presbyterian Church of Jackson

## PROFESSIONAL PROFILE

- Demonstrate and lead from a deep understanding of Christian education
- Demonstrate skills in collaboration, research, and innovation
- Demonstrate a love of learning and serving others
- Ability to effectively work and communicate with students, parents, school supporters, faculty, and staff
- Ability to effectively lead students, parents, school supporters, faculty, and staff
- Understand, articulate, and fulfill teaching, learning, and leading from a Christian perspective
- Strong written and verbal communicator
- A servant-leader whose conduct exemplifies Biblical principles, humility, personal integrity, and professionalism
- An unwavering commitment to FPDS' vision and mission

# ADMINISTRATIVE LEADERSHIP

- Serve as the executive officer of the school, reporting directly to the School Board.
- Serve as an advisor to the School Board on vision and policy issues, and implement duties as assigned by the Board.
- Be responsible for the development of administrative principles and procedures for implementing the Board's policies.
- Oversee a cycle and review of updates to all policies of the School Board.
- Responsible to build and maintain a vibrant, trusting, and healthy organizational culture.
- Recruit, develop, support, and retain exceptional administrators, teachers, and staff members who are aligned with the school's mission and the FPDS Statement of Philosophy of Education.

# OPERATIONAL LEADERSHIP

- Exhibit strong fiscal responsibility in managing budgets and financial resources.
- Administer and monitor the operating budget of the school in such a way that there is prompt receipt of income and payment of bills, proper reporting to the Board, and good communication with the Board regarding financial opportunities, challenges or concerns.
- With input from the Board of Directors and stakeholders, develop, oversee, and implement the next strategic plan.
- Lead the strategic development and sustainability of an enrollment management plan, a marketing plan, and a development plan.
- Present an annual and five-year projected budget to the board for approval.
- Supervise all business office operations.
- Supervise the admission of new students in accordance with the Board's policies.

- Be the chief development officer for FPDS. Work closely with FPC's Director of Giving and Stewardship and the Board of Trustees Development Committee to develop and coordinate a promotional program aimed at expanding the present constituency and development efforts.
- Be responsible for all correspondence, publications and communication plans for FPDS.
- Foster and maintain good relationships between FPDS and local schools and churches and community organizations.
- Foster and maintain positive relationships with alumni.
- Seek opportunities to represent the school in the area.

# INSTRUCTIONAL LEADERSHIP

- Encourage and plan for the professional and spiritual growth of faculty and staff members, for the distinctiveness of FPDS through improved instruction, student needs, collegial efforts, and community relationships.
- Ensure ongoing accreditation through an agreed-upon accrediting agency.
- Work with direct reports to ensure the regular and effective appraisal and evaluation of all employees.
- With the faculty and leadership team, develop and implement a rigorous curriculum, which is in line with other acclaimed Christian schools in the Southeastern United States, and maintain an updated P-6 curricular scope and sequence.
- Oversee students' issues of academic, social, spiritual, and disciplinary natures.
- Appraise the effectiveness of all courses, instructional materials, and physical facilities.
- Work with the board, faculty, and staff to continuously align every aspect of the school with a Biblical worldview and philosophy to maximize student spiritual formation.

*Other Duties as Assigned*



# 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 Paul T. Neal (610.348.5057) from the Center for the Advancement of Christian Education (CACE), the consultant assisting First Presbyterian Day School 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 First Presbyterian Day School, 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 First Presbyterian Day School.** (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](mailto:paul.neal@cace.org) with the subject line, "**First Presbyterian Day School - Head of School.**"

# LEARN. GROW. GO.