



GROWING
Students' Minds.

GUIDING
Servant Hearts.

GLORIFYING
Jesus Christ.

HEAD OF SCHOOL
OPPORTUNITY PROFILE

MISSION

PURPOSE AND FUNCTION



The Head of School is hired by the School Board to serve as the Chief Executive Officer of West Side Christian School. This leader is responsible for the overall management of the school, implementation and administration of all education programs, and oversees all WSCS faculty and staff members.

Committed to growing students' minds, guiding servant hearts and glorifying Jesus Christ, the Head of School fosters the relationships and practices that support Christian community. The Head of School has overall responsibility for School Board relations, student instruction, faculty/staff development, community relations, and institutional advancement.



PORTRAIT OF A WSCS GRADUATE

A West Side Christian School student...

PURSUES JESUS

Seeks Christ and embraces His love and promises

THINKS CREATIVELY

Develops solutions through investigation and ingenuity

FOSTERS BELONGING

Cultivates relationships to create a welcoming environment

COMMUNICATES EFFECTIVELY

Articulates ideas and solutions with clarity and purpose

EXPLORES IDEAS

Engages God's world with curiosity and wonder

SERVES NEIGHBORS

Shows compassion and hospitality to their school, local, and global communities

CARES FOR CREATION

Protects and renews God's kingdom on earth

OUR CORE VALUES

CHRIST-CENTERED

WSCS is founded on the Reformed perspective of Christian education. All aspects of teaching and learning are rooted in our belief that the Bible is the Word of God and that each child belongs to Him. We believe that God is sovereign over all creation, and we want our children to know Him, enjoy Him, and serve Him.

SERVANT LEADERSHIP

Our staff invests in our students as children of God, models how to lead with care, and encourages them to use their God-given gifts in service to each other and the school community. Our students lead chapels, help with school wide service projects, harvest produce from the school garden and participate in student organizations.

COMMUNITY

Meaningful relationships developed within a Christian context help students mature in their faith. At WSCS, we foster a spirit of belonging and intentionally care for one another. Families, staff, and our extended faith community unite around our shared purpose to bring honor and glory to God.

ACADEMIC EXCELLENCE

At WSCS, students experience the joy and wonder of learning within a safe and nurturing classroom environment. We encourage students to embrace curiosity, try new things, and grow in confidence as they discover.

STEWARDSHIP

God is sovereign over all creation. As His children, we have the privilege and responsibility to care for our world. Every square inch of our campus -- our school gardens, greenhouse, nature preserve, and commitment to sustaining Christian education at WSCS also includes wisely investing our time, treasures, and talents at Christian School.



VISION AND SCHOOL CLIMATE

- Exemplify Christian leadership for colleagues, students, parents, friends of WSCS, and broader community
- Model and foster a safe, encouraging, joy-filled and loving school environment where all are challenged to grow – mind, body and soul
- Intentionally build upon our WSCS school foundation and culture in ways that positively impact our recruitment and retention efforts
- Promote, support, and advance our WSCS 5-year strategic plan (Currently entering year 2)
- Advance all areas of our School Improvement Plan including the focus on: Christian Community, Curriculum, Instruction, Assessment and Professional Development connected to our CSI accreditation status (Currently entering year 2)
- Share a commitment to learning, training, and furthering the continued implementation of our Student Relations and Student Behavior initiatives
- Be visible and engaged during drop off, pick up, Chapels, and school events

SCHOOL BOARD RELATIONS

- Serve as Chief Executive Officer of the school, reporting directly to the School Board
- Serve as an advisor to the School Board on mission and vision implementation, policy issues, and implement duties assigned by the board
- Attend all board meetings and attend all standing committee meetings as needed
- Establish annual goals, and articulate the support needed for annual goals with input from the Stewardship Committee
- Work closely with the President of the School Board, prepare monthly Head of School reports for the Board and other committees, as requested

INSTRUCTION, FACULTY, & STAFF DEVELOPMENT

- Plan and provide consistent, quality professional development for faculty and staff
- Encourage and grow employees through the established evaluation process
- Engage with and better understand staff and students by visiting classrooms and workspaces
- Oversee and provide support for school student academic, social, and emotional challenges and needs
- Individually and collectively work closely with other lead colleagues to ensure oversight of staff, programs and state requirements
- Determine the personnel needs of the school and work with the Education Committee to recruit and retain excellent staff members

COMMUNITY RELATIONS

- Interview each new family applying to WSCS adhering to enrollment requirements
- Share timely, informative communications celebrating successes and offering ways others can partner with WSCS in Christian education
- Promptly investigate, evaluate and address concerns
- Maintain confidentiality and follow the appropriate chain of command, with principles from Matthew 18

OTHER RESPONSIBILITIES

- Work with the Business Manager and Board Finance Committee to evaluate and plan for budgetary needs of WSCS
- Monitor the operating budget of the school to ensure prompt receipt of income and payment of bills, proper reporting to committees, and timely communication with the Board regarding the financial status of school
- Oversee the preparation of documents for application, enrollment, school calendar (yearly) and financial aid
- Oversee prompt completion of school documents and reports to various agencies, including partnerships with local public school and teacher shared time school
- Oversee the maintenance of school records according to school law
- Oversee federal programs, such as Shared Time and Title (I, IIa, III, IV)

INSTITUTIONAL ADVANCEMENT

- Promote WSCS and Christian education to current and potential supporters in cooperation with the Development Director, School Board and Foundational Board
- Think big!

QUALIFICATIONS

- Personal relationship with Jesus Christ
- Active participant in a protestant church
- Heart for and commitment to Christian education
- Commitment and desire to advance the mission of West Side Christian School
- Proven leadership, organizational, communication, and relationship building skills
- Combined experience as a Christian school teacher and administrator (minimum of 5 years preferred)
- Michigan School administrator certificate (or similar with willingness to obtain Michigan certificate)

PROCESS OF CANDIDACY

If you sense that the gifts and experiences God has given you may be a good fit for the Head of School position at West Side Christian School, we invite you to begin the inquiry process.

Inquiries and expressions of interest regarding this search may be forwarded to our School Board President, Brandon Visser at bvisser@wschristian.org. Inquiries will remain confidential.

PLEASE PROVIDE THE FOLLOWING FOR REVIEW:

Letter of Interest. Please be sure to include:

1. Brief introduction to who you are and interests you have
2. Brief overview of experiences that have equipped you for this leadership position
3. List 3 words/phrases that best describe your personality
4. List 3 words/phrases that best describe your leadership style
5. In your opinion, what are the key 3-5 priorities for a Head of School?
6. Faith statement – briefly describe your beliefs about
 - a. God
 - b. Jesus
 - c. Holy Spirit
 - d. Scripture
 - e. Salvation
7. Name of the church you attend and ways you are involved there
8. Affirmation of WSCS Statement of Beliefs and Position of Human Sexuality or why you are unable to affirm them. ([Link](#) included for the documents)
9. Resume including three professional references (please include email addresses)
10. Copy of your School Administration/Leadership Certificate

