

Opportunity Profile



EASTERN CHRISTIAN SCHOOL

Engaging. Nurturing. Transforming.

OPPORTUNITY PROFILE
for the position of
HIGH SCHOOL PRINCIPAL

Please fill out the attached application form or online at
www.easternchristian.org

OUR SCHOOL



Engaging. Nurturing. Transforming.

EASTERN CHRISTIAN SCHOOL

For 124 years, Eastern Christian School has endeavored to transform the world in the service of God's kingdom! True to the school's motto of "Engaging...Nurturing...Transforming," generations of Eastern Christian graduates have led distinguished lives of service in virtually every field of human endeavor – world changing lives in the service of the King!

Eastern Christian School was named a New Jersey School of Character in 2014 and one of only three National Districts of Character in 2015. Eastern Christian High School has been ranked as one of the 50 Best Christian High Schools in America. In addition, Eastern Christian School has been recognized as a NJ Small Business Success Award winner for its innovative business and institutional sustainability practices.

There are four schools within the district; Pre-K, elementary, middle and high school, with a combined enrollment of approximately 800 students. Eastern Christian High School's enrollment is approximately 360. The schools are governed by a parent-elected Board of Directors. Eastern Christian's educational philosophy is grounded in Reformed theology. High school enrollment for the 2016-2017 school year is the highest in 10 years and represents 5 years of sustained growth, including a ten percent increase in enrollment from the 2015-2016 school year.

Ranked one of **50** Best Christian High Schools in America 

 **124** years ENGAGING. NURTURING. TRANSFORMING.

more than **95%** of graduates typically pursue further study at a collegiate level 

National District of **CHARACTER**  New Jersey Small Business Success Award Winner



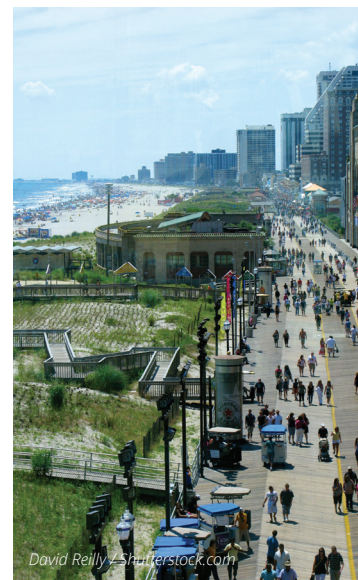
OUR COMMUNITY

The student body represents several Christian denominations and includes over 175 individual churches. Socio-economic backgrounds range from urban centers to suburban and rural areas. Forty-five percent of the students represent minority backgrounds. Twenty percent of students are international.

All students are given both challenge and support in academics. A well-established Humanities program challenges students with honors-level work in English and history. A recently introduced STEAM program offers an integrated course of study in Science, Technology, Engineering, Art and Math for accelerated science and math students. Many required courses include honors, college preparatory and replacement levels. Students can choose from a wide variety of electives which allow them to pursue

areas of interest and strength. Eastern Christian High School's dual enrollment program with Seton Hall University allows students to earn up to 33 college credits.


Eastern Christian School has a comprehensive and well-established athletic program with a history of excellence, including numerous state championships in multiple sports, dating back nearly a century. Students have abundant opportunities to participate in a variety of music ensembles, drama and clubs.



David Reilly - Shutterstock.com

 **150** churches

less than **25** miles west of New York City

 **1 in 3** students are of color

In addition to strong academics and co-curricular activities, there is a commitment to promoting spiritual growth in students through daily devotions and weekly chapels. Students are required to serve the community through a Faith in Action program and often go above and beyond the required hours. Many students participate in service learning trips, both domestic and international, over spring break. The school is committed to partnering with Christian parents to educate students of vision and influence.



EASTERN CHRISTIAN SCHOOL

Engaging ♥ Nurturing ♥ Transforming

Eastern Christian School Mission: By providing an excellent academic curriculum, offering a variety of extra-curricular activities, and assembling a caring, culturally diverse community, we, with support of parents and local churches, empower students from Christian families to develop their gifts within the context of a Reformed Christian worldview so that they can act as Christ's transforming agents in a global society.

Position Description

Position Title

ECHS Principal

Department

Administration

Contract

The Principal shall be employed by way of a twelve month contract with an effective date of July 1 which shall state the agreed term, salary and other conditions of employment.

Reports to

Chief Educational Officer

Employment Agreement

It is understood and agreed that the Principal shall be employed on a twelve month basis with an allowance for four weeks vacation which shall normally be taken during periods in which classes are not in session, with the exception of the week following the end of classes in June and the week preceding the commencement of classes in August / September, during which no vacation shall be permitted. Scheduling of vacations shall be coordinated with the Chief Educational Officer to ensure that appropriate administrative coverage is maintained at all times throughout the year.

Overall Responsibility

The High School Principal is responsible for the establishment and maintenance of an age appropriate Christian learning community in accordance with the Constitution, By-Laws, and policies of the Eastern Christian School Association [ECSA]. In carrying out this responsibility, the Principal shall be the leader of the faculty and support staff, be responsible for the educational outcomes of students, and the safety of students, faculty, staff and visitors on the campus to which the Principal is assigned.

Key Tasks & Responsibilities

Lead assigned faculty and support staff. This responsibility shall include:

- selection and retention of faculty and staff in coordination with the Chief Educational Officer and the Head of School,
- supervision and regular evaluation of faculty and staff in accordance with ECSA policies and procedures,
- development and active promotion of professional learning opportunities consistent with a Christian learning community and educational best practice,
- maintenance of professional standards of performance and behavior consistent with ECSA policies and procedures.

In coordination with the Chief Educational Officer, advise the Head of School and Board regarding issues affecting educational performance including curriculum selection, assessment of academic progress, student admission and promotion, student discipline, and subsequent implementation of agreed policies, procedures, actions, student health and safety.

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Position Description

Key Tasks & Responsibilities (cont.)

Implement Board and Head of School directed policies, procedures and actions.

Establish and maintain a wholesome spiritual and emotional atmosphere conducive to the spiritual nurture and development of the students entrusted to the Principal's care. This responsibility shall include, but not be limited to:

- daily devotions for all students and faculty,
- regular communal worship,
- small group fellowship and study opportunities,
- opportunities to develop and exercise servant leadership by students and faculty
- opportunities for Christian service by students and faculty on campus and in the broader community.

Maintain regular and open communications with school stakeholders, including students, parents, faculty, staff, Board, Board Committees and others, as appropriate. Such communication shall include multiple media including, but not limited to, newsletters, electronic communications, individual and group meetings, articles in ECSA periodicals, as well as informal opportunities at student events both during and after school hours.

Maintain accurate and thorough student records consistent with the requirements of the State of New Jersey, ECSA policies and procedures, and the efficient administration of the educational program.

Exercise responsibility for the care, condition and use of the campus buildings and facilities in coordination with the Director of Operations.

Perform other duties consistent with the position of Principal which may be required from time-to-time.

Attributes, Skills and Duties

The Principal shall:

- be a mature Christian with a sound philosophy of Christian education and a thorough knowledge and understanding of educational leadership, theory, best practices, and curriculum content;
- promote a positive, caring climate for learning;
- communicate effectively with students, staff and parents;
- establish a cooperative and collaborative learning community that emphasizes teamwork;
- have demonstrated proficiency in the use of data to make high quality decisions;
- have the ability to recognize, develop and model good teaching;
- be competent in the supervision of the learning-teaching process;
- supervise or delegate all high school operations, including daily school activities, the development of the master schedule, teacher assignments, extracurricular activity schedules, the maintenance of a student discipline management system that results in positive student behavior;
- have demonstrated ability to manage conflict through quality decision-making and effective problem solving;
- be a strong proponent of Christian education in the Reformed tradition;
- be an advocate for Eastern Christian's perspective on academic preparation, spiritual nurture and aspiration to be a transformative influence on society and culture in the name of Jesus Christ.

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Position Description

Qualifications Experience Requirements

Professionally

- Minimum of a master's degree, preferably in education
- Prior experience and state certification as a classroom teacher
- Preferably, advanced degree(s) or coursework in educational administration, and prior experience in school administration.
- State certification as a supervisor or principal or ability to obtain certification within a period of 3 years.

Spiritually

- Acceptance of ECSA's Statement of Faith
- A strong, clear, Christian testimony
- A mature, godly spirit

Personally

- A lifestyle of Biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others
- The ability to listen and respond to counsel
- A strong philosophical commitment to Christian education and the mission of Eastern Christian School.
- Subscription to the Reformed doctrines as outlined and professed in the Heidelberg Catechism, Canons of Dort and the Belgic Confession.

Essential Functions

- The person in this position regularly communicates with teachers, parents, students, donors and anticipated families, and is the primary representative of the High School. Must have strong written and oral communication skills.
- The employee is required to have visual acuity involving computer work, extensive reading and making general observations of the facility.
- The person in this positions is required to move about the campus as required including work in outdoor weather conditions.
- Work involves computer work and office productivity machinery, such as a copy machine, and printer.
- The person in this position is subject to regular levels of student hallway and/or classroom noise. There is sufficient noise to cause the employee to raise their voice to be heard above ambient noise levels.



**EASTERN CHRISTIAN
SCHOOL**

ELEMENTARY SCHOOL

25 Baldin Drive,
Midland Park, NJ 07432
Ph: 201.445.6150

MIDDLE SCHOOL

518 Sicomac Avenue
Wyckoff, NJ 07481
Ph: 201.891.3663

HIGH SCHOOL

50 Oakwood Avenue
North Haledon, NJ 07508
Ph: 973.427.0900

www.easternchristian.org



EASTERN CHRISTIAN SCHOOL

50 Oakwood Avenue, North Haledon, NJ 07508-2449
P 973.427.6244 F 973.427.9775
E association@easternchristian.org

ADMINISTRATOR APPLICATION *High School Principal*

BIOGRAPHICAL INFORMATION

Date _____

Name _____ Phone () _____
area code

Address _____
street city state zip

RECORD OF HIGHER EDUCATION

(most recent first; refer to resumé if attached)

INSTITUTION	MAJOR/MINOR	DEGREE	DATE	GPA

Please list courses beyond highest degree on attached sheet.

Distinctions (i.e., awards, scholarships, honors): _____

College activities (i.e., offices, music, art, drama, journalism, sports): _____

PROFESSIONAL EXPERIENCE

(List most recent first, and include practice teaching.)

EMPLOYER	POSITION	DATES

Reason for leaving: _____

EMPLOYER	POSITION	DATES

Reason for leaving: _____

EMPLOYER	POSITION	DATES

Reason for leaving: _____

EMPLOYER	POSITION	DATES

Reason for leaving: _____

Memberships in professional organizations and offices held (refer to resumé if attached): _____

Articles published or activities in professional organizations (refer to resumé if attached): _____

QUALIFICATIONS

Certification(s) and professional license(s):

TYPE	STATE	DATE EXPIRES

List the professional journals which you read regularly: _____

List other books you have read in the past year: _____

List your hobbies and other interests which you enjoy: _____

SPIRITUAL LIFE

Church membership: _____

Church offices or duties held:

OFFICE	DATES	OFFICE	DATES

Do you subscribe to the Eastern Christian Schools "Statement of Faith"? YES NO

"I hereby solemnly declare that I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice; and that I sincerely receive and adopt the Belgic Confession, the Heidelberg Catechism and the Canons of Dort as setting forth the system of truth taught in the Holy Scriptures."

Signature

Attach a statement of any significant exceptions or reservations.

PHILOSOPHY OF CHRISTIAN EDUCATION

(Write your responses to these questions on a separate sheet and attach to the application.)

1. Eastern Christian is founded on the Reformed perspective that faith and life are integrated. What are the implications of this statement for Reformed Christian schools?
2. Describe your leadership style in working with various school constituents.
3. Describe the most significant gift or quality which you would bring to Eastern Christian as an administrator.
4. How do you approach leadership of the teaching and learning process?

REFERENCES

List below at least three people who will testify to your character:

NAME	POSITION	ADDRESS	PHONE NUMBER

APPLICATION CHECKLIST

A complete application will include the following:

- "Application for Administrator" form.
- A letter of recommendation from your pastor.
- Transcripts (or copies thereof) of all college and university course work.

Please feel free to append any pertinent information or material that you want to bring to the attention of the committee, such as a resumé, personal biography, statement of faith or philosophy, pictures, etc.

Please submit completed application to:

Robert Stevenson
Principal Consultant, The Stevenson Company, LLC
612.747.7471 | rob@robertjstevenson.com

EASTERN CHRISTIAN SCHOOL ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, OR NATIONAL ORIGIN.



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