

Opportunity Profile



EASTERN CHRISTIAN SCHOOL

Engaging. Nurturing. Transforming.

OPPORTUNITY PROFILE
for the position of

**EASTERN CHRISTIAN
MIDDLE SCHOOL PRINCIPAL**

www.easternchristian.org

OUR SCHOOL



Engaging. Nurturing. Transforming.

EASTERN CHRISTIAN SCHOOL

For 122 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 Middle School places great importance on nurturing the spirit of its students by way of daily devotions for students and faculty, weekly chapel services, numerous small group studies, and a highly regarded program of Christian service opportunities each year.

Eastern Christian Middle School purposefully engages the minds of approximately 200 5th-8th grade students with a high quality, comprehensive academic program for students with a broad array of learning styles and requirements.

Eastern Christian School was named a New Jersey School of Character and was a finalist in the National School of Character Program in 2014. In addition, Eastern Christian Middle School provides a highly advanced technology platform, including a one-to-one program for 7th and 8th graders, significant services to students who learn differently, a highly regarded art and music program, and a comprehensive athletic program for both boys and girls.

Recently named a
*New Jersey School
of Character*

1 to 1 ratio

technology program
for 7th & 8th graders



122 years

ENGAGING.
NURTURING.
TRANSFORMING.

OUR COMMUNITY



Eastern Christian Middle School is located in Wyckoff, NJ, a suburban community of approximately 16,000 residents located less than 25 miles west of New York City. The school's community combines the benefits of a well established small town with thousands of acres of open space and the excitement of living on the threshold of the world's most vibrant and exciting city with its plethora of cultural, artistic, and athletic attractions. Recreational opportunities abound year round, with proximity to New Jersey's hundreds of miles of white sand, Atlantic beaches in the summer and ski resorts within easy reach to the north and west in winter. Eastern Christian's location is ideal for travel throughout the northeast United States and around the world with easy access to Newark, LaGuardia and Kennedy airports, local and long-distance train service, and the interstate highway system.

The Eastern Christian School (EC) community represents a wonderfully diverse tapestry of racial, ethnic and worship traditions, befitting a Christian learning community located in one of the most diverse metropolitan areas in the world! Founded in the Reformed theological tradition, the school community now includes approximately 150 different congregations from more than a dozen theological traditions. The school community includes families from many ethnic backgrounds and more than one-third of the student body is made up of students of color.

16,000
residents
representing

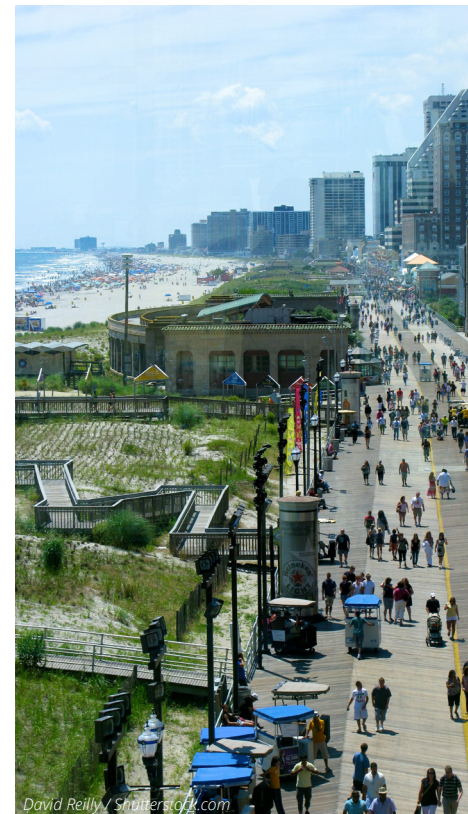


150
churches

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



1 in 3 students are
of color



David Reilly / Shutterstock.com



EASTERN CHRISTIAN SCHOOL

Engaging ♥ Nurturing ♥ Transforming

ECSA 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

ECMS 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

Director of Curriculum and Instruction

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 Director of Curriculum and Instruction to ensure that appropriate administrative coverage is maintained at all times throughout the year.

Overall Responsibility

The Middle 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 Director of Curriculum and Instruction and 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 Director of Curriculum and Instruction, 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 and actions, and student health and safety.

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.

continued on back

Position Description

Key Tasks & Responsibilities (cont.)

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 middle 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.

Experience Requirements

Professionally

- Minimum of a bachelor's degree, preferably in education
- Prior experience and state certification as a classroom teacher
- Preferably, advanced degree(s) or course work in educational administration, and prior experience in school administration.

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 Dordt and the Belgic Confession.



**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 *Middle 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): _____

RECORD OF TEACHING AND ADMINISTRATIVE EXPERIENCE

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

INSTITUTION	POSITION	SUBJECT or GRADE	DATES

Reason for leaving: _____

INSTITUTION	POSITION	SUBJECT or GRADE	DATES

Reason for leaving: _____

INSTITUTION	POSITION	SUBJECT or GRADE	DATES

Reason for leaving: _____

INSTITUTION	POSITION	SUBJECT or GRADE	DATES

Reason for leaving: _____

OTHER SIGNIFICANT EMPLOYMENT EXPERIENCES

INSTITUTION	POSITION	DESCRIPTION	DATES

Other Significant Employment Experiences continued on next page

OTHER SIGNIFICANT EMPLOYMENT EXPERIENCES (cont.)

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

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

QUALIFICATIONS

Certification(s) for teaching and administration:

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 out-of-school 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. State the 10 most important objectives which, in your opinion, should be met for a middle school student to be promoted from a Christian middle school. Although they are all valuable number them from 1-10 with 1 being the most important.
3. A Biblical perspective on leadership, as demonstrated in the life of Jesus Christ, requires the leader to be a servant. How does that model apply to school administrators?
4. Describe the most significant gift or quality which you would bring to Eastern Christian as an administrator.
5. What are the qualities and characteristics of a great middle school teacher?

REFERENCES

List below at least three people who will testify to your character and teaching.

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, and copies of teaching and administrative certificates.

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

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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