



OPPORTUNITY INVITATION
Superintendent,
Heritage Christian School



DEVELOPING CHILDREN TO IMPACT THE WORLD FOR CHRIST

WHO WE ARE

[Heritage Christian School \(HCS\)](#) is a school with a prestigious legacy. It was created in July 2012 by the acquisition of Los Angeles Baptist Middle School/High School, by Hillcrest Christian School. HCS offers students a challenging college preparatory education, integrated with Biblical values and principles. HCS believes that in order for students to develop their greatest potential, the formative school years (TK-12) should be directed toward an understanding of the love of God, a love for fellow human beings, and a love of knowledge. HCS fosters a nurturing environment in which students' spiritual, intellectual, physical, social, and artistic abilities can grow and expand.

HCS has more than 1,000 students enrolled in preschool through 12th grade. 80% of our faculty hold a teaching certificate from ACSI (Association of Christian Schools International). In addition, many of the faculty have a state teaching credential.

HCS is situated on three different campuses in the heart of the San Fernando Valley. Each campus provides a full accompaniment of classrooms and administrative facilities with a fully networked computer system with online access.

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THE ULTIMATE PURPOSE OF HERITAGE CHRISTIAN SCHOOL IS TO GLORIFY GOD

OUR PURPOSE

Heritage Christian School (HCS) exists to glorify God. The school strives to assist students in developing a relationship with God through Jesus Christ.

Heritage Christian School's mission is to glorify God by providing a rigorous academic program from a Biblical perspective, and by partnering with parents to provide their children with a firm spiritual foundation to impact the world for Christ.

HCS PILLARS OF DEVELOPMENT

- Spiritual Development
- Intellectual Development
- Physical Development
- Emotional/Social Development
- Cultural Development





THE OPPORTUNITY

Heritage Christian School is currently seeking a Superintendent to lead the organization in fostering a nurturing environment where students' spiritual, intellectual, physical, social, and artistic abilities continue to grow and expand. The Superintendent will advance the reputation of HCS in the community and maintain and improve student academic and spiritual success.

As the critical leader for the Heritage Christian School, the Superintendent will be a dynamic leader with strong interpersonal skills, a passion for education, and a clear understanding of the mission of Christian education. The Superintendent will model and demonstrate a personal commitment to faith in Jesus Christ, be a born-again Christian, and believe in the Doctrinal Statement of Faith of Heritage Christian School. S/he will also be able to affirm the conviction that all human life, from conception through natural death, is sacred and created by God in His image.

The Superintendent will provide oversight for HCS financial and academic operations. He or she will supervise the Elementary Principal, Middle School Principal, High School Principal, Chief Financial Officer, Controller, Director of Advancement and the Leadership Advisor. The Superintendent will oversee a total budget of approximately \$10 million. In addition to overall leadership, s/he will dedicate significant time and focus to strategic planning, branding, marketing, enrollment management, curriculum, and philanthropy functions. Further, the Superintendent will be a liaison between HCS and Shepherd Church.

The ideal candidate will not only exhibit Spiritual maturity through a personal faith and walk with Jesus Christ but will demonstrate a passion for the mission of Heritage Christian School. As a committed follower of Christ, this leader will joyfully endeavor to see the School's mission brought to life.

HCS believes that the spiritual authority necessary to faithfully fulfill the Head of School position demands a level of commitment and personal sacrifice beyond the Christian Lifestyle Commitment. As such, the Head of School is asked to abstain from consumption of alcohol and use of tobacco products.

GOALS & RESPONSIBILITIES

During the first year, the Superintendent must establish credibility as an astute leader who can support and continue to develop a high-quality teaching environment and curriculum that encourages strong academic achievement. Specific goals that have been identified as measures of success for the first 18 to 36 months include:

- Become the established internal and external inspirational and spiritual leader of HCS; communicate a vision for the School's future that invokes enthusiasm and optimism throughout HCS and its various stakeholder groups.
- Along with the HCS Trustees and Board, develop a written short-term and long-term strategic vision for the School; review and develop academic and financial scorecards and develop achievable metrics with results that are regularly shared with the HCS Trustees and School Board; develop enrollment projections and a plan for 3% annual school enrollment growth over the next five years.
- Provide visible leadership to the students and families that entrust the academic and moral training of students at HCS; mentor the Principals and lead Administrators to become stronger academic leaders individually and as a team of leaders.
- Provide leadership, along with the Advancement staff, to continue and improve the ongoing fundraising program that raises more than \$150,000 annually for scholarships and capital expenses; together with the School Board, develop a campus plan and fundraising program that will lead toward additional campus capital improvements, scholarships, and the reduction of debt; work to assimilate alumni from Hillcrest Christian School and Los Angeles Baptist into the Heritage Christian School alumni community.

GOALS & RESPONSIBILITIES, continued

- Maintain and improve HCS' current financial performance; continue to work with the Trustees and School Board to assess and develop preschool partnerships and ownership in the community; study faculty and staff pay standards to protect their engagement in the ministry of HCS; continue to work with the School Board to assure that any student who wants to attend HCS can participate even when there are financial needs (approximately 30% of students receive some kind of financial aid).
- Maintain the School's strong emphasis in the Arts; conduct strategic planning and visioning for the Athletic programs to determine what planning and capital improvements (with the associated Athletic program fundraising) should be advanced; continue to advance the strong commitment to academics and curriculum with an emphasis on developing the School's technology readiness.
- Serve as an advocate for HCS across the San Fernando Valley community as a goodwill ambassador who is highly visible in various community organizations; become an established leader who is connecting HCS to all facets of community life and organization.

PERSONAL CHARACTERISTICS

- Committed Christ-follower with the spiritual maturity to mentor, encourage and disciple the leadership of the organization and continue to infuse HCS with an energizing vision to honor God in everything that is said, done and contemplated regarding HCS' current and future operations.
- Strong, demonstrated relationship skills that foster trust and teamwork and a common focus on excellence in all areas; a leader who exudes a high level of emotional intelligence; a leader with spiritual maturity to lead faculty, staff and students into deeper spiritual commitment and strong personal integrity.

PERSONAL CHARACTERISTICS, continued

- A leader who is a confident chief steward of HCS' mission and core values; someone who can express a commitment to faith in Jesus Christ through their own personal journey; someone who will seek spiritual and professional growth, change and improvement on a daily basis by attending devotions and staff development meetings.
- Must be an active Member of Shepherd Church, and attend church on a weekly basis, which is in agreement with Heritage Christian School's Statement of Faith.
- A team player and team builder who focuses on the good of the entire organization and can inspire others to work together to achieve organizational excellence.
- A strong communicator and presenter who listens well and is comfortable and effective at all levels of the organization and the community.
- A demonstrated high level of integrity, guided by a sound set of ethical principles.
- High energy and enthusiasm, yet able to exude a calming influence when needed; must be able to succeed in an academic environment; a disciplined and systematic approach to performance achievement; a trusted change agent.
- A strong sense of self-worth and confidence; a sense of humility is critical; a sense of humor is important.
- Must be optimistic; one who is hopeful and creates a joyful work environment; someone who is a champion for diversity.

EXPERIENCE & QUALIFICATIONS

- Well-prepared academically, with a graduate degree.
- A strong background in organizational and educational leadership that includes institution-wide influence for directing the success of an overall program; respected as an “educator’s educator” with some experience in the classroom desirable and/or site-leadership preferred; a demonstrated ability to be an accountable leader of faculty and staff.
- A track record of demonstrated success with community and church outreach, communication with parents and families, donors and alumni; the ability to be a compelling spokesperson and representative for HCS.
- A commitment to academic achievement and an ability to promote the mission and values of HCS; a demonstrated interest in supporting the enrichment of the curriculum and quality of the curriculum; highly relatable and unifying in approach.
- Must have the ability (and preferably the demonstrated experience) to successfully fundraise/friend-raise within the community and from stakeholders and alumni.
- A leadership style that is demanding, malleable, and engages open leadership and Trustee and Board participation that can deliver measurable operational and academic results.
- A demonstrated ability to strategically and systematically achieve financial, budget, and fundraising goals.

For this is how God loved the world: He gave his one and only son, so that everyone who believes in him will not perish but have eternal life.

[John 3:16]

*For more information or to apply for this position,
please contact:*

Greg Barnes

President, Mission Enterprise Division

Ivan Bartolome

Senior Vice President

(214) 468 9055 | missioninfo@faithsearchpartners.com

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