



Executive Search

Opportunity Profile
For the Position of:

Administrator

Zion Christian School



TRANSFORMATIVE EDUCATION

SUMMARY OF THE OPPORTUNITY

It is with great pleasure that we announce our partnership with Zion Christian School (www.zionchristian.net) in our search for their Administrator. This unique opportunity comes at a pivotal point in the life of Zion Christian School (ZCS) and its mission to provide Christian education with a clear Biblical worldview. ZCS is recognized as and continues to be one of the premier private schools in the southern Grand Rapids Michigan region, providing an exceptional educational experience characterized by challenging academics, a commitment to spiritual development of each student and preparation for their roles as the next generation of Christian leaders.

Since its beginning in 1999, ZCS has experienced impressive growth which comes with the need to continue to expand facilities, programs, and opportunities for students to reach their potential. Over the past 24 years, ZCS has educated, disciplined, and developed a generation of leaders that are boldly Christian, academically trained, and well-prepared for the next step in their lives. These results are a direct reflection of the ZCS family-focused culture and commitment to academic excellence and Christ-centered education.



To continue to meet the opportunities and challenges of the future, ZCS is seeking candidates for the role of Administrator who possess a passion for Christian education. The new Administrator will be a strategic, collaborative leader firmly grounded in Biblical principles, and fully committed to the integration of faith and learning. A unique opportunity awaits the right individual who is spiritually mature, possessing the knowledge, experience and insights to provide strategic leadership to ZCS enabling him/her to meet current and future demands while achieving ongoing success.





GROUNDED IN THE AUTHORITATIVE WORD OF GOD

THE ORGANIZATION

ZCS Beginnings

The vision for what has become Zion Christian School began with families of the United Reformed Church and other churches who sought educational opportunities for their children that aligned with their beliefs and expectations. In the mid-1990's they formed a committee to establish a school that met their criterion and in 1999 Zion Christian High School held its first classes with 15 students. In 2002 grades 5 through 8 were added and in 2003 ZCS moved to its current location and added pre-K through 4th grades. As Zion has continued to grow and prosper through God's blessing, they have expanded facilities including additional classrooms, an Industrial Arts building, a gymnasium, computer labs, library, music room, athletic fields, and administrative offices to provide an effect environment for learning and to meet growing demand.





CHRIST-CENTERED EDUCATION FOR EVERY AGE

ZCS TODAY

ZCS continues to grow and its impact is expanding throughout the southern Grand Rapids regions. Their commitment and efforts are grounded in the belief that Christian education is the responsibility of the covenant community, i.e. the Christian home, the Church, and the Christian school. It is imperative that this community is aligned in faith, educational philosophy, and expected outcomes.

ZCS currently has an enrollment of 350 students in pre-K through 12th grade served by a staff and faculty of over 40 committed individuals who are passionate about Christian education. School families represent over 60 churches in the region. In keeping with its historic Reformed foundation, ZCS seized the opportunity to introduce their students and families to the transforming message of Jesus Christ through academic excellence and biblical integration in all they do. ZCS provides exceptional spiritual enrichment along with educational and personal development opportunities. Students can expect a strong academic foundation built on a Christian worldview with well-balanced offerings in fine arts, athletics, and cultural enrichment to prepare them for college and beyond.

The foundation of ZCS is the historic Christian Faith as summarized in the Reformed creeds and confessions including the Westminster Confession of Faith, the Belgic Confession, The Heidelberg Catechism, and the Canons of Dordt. ZCS has a strong conviction that Christian education is the responsibility of the parent and is carried out in the covenant community. As such, ZCS focuses on training and developing their students as outlined in the Distinctives. (See website for posting of the Distinctives.) ZCS is governed by a Board of Directors and operates under a 501c3 non-profit educational status. It is licensed by the State of Michigan Department of Education and is in good standing.

FOR THE GLORY OF GOD





TRANSFORMATIVE EDUCATION

THE OPPORTUNITY

This is an exciting and dynamic time at Zion. Growth continues, students are excelling, and new opportunities are being presented. Since its beginning, the vision of ZCS has been intentional in providing a learning environment characterized by rigorous academics, competitive athletics, inspiring fine arts, vibrant student life and a commitment to spiritual development and preparation for students to fulfill God's purpose in their lives. The ZCS community continues to honor this commitment today with a high level of excitement and anticipation.

Zion provides exceptional educational, spiritual enrichment and personal development opportunities for its students. They continue to strengthen academic programs to reflect the rigor required to meet the needs of students who expect excellence. Graduating seniors have been successful in gaining admittance to the colleges and universities of their choice or moving into their chosen career fields.

Zion leadership continues to push forward to serve the school, its families, and community. This commitment drives them to seize opportunities that focus on supporting students in their academic, personal and character development through Biblical integration in all that they do.

An example of their commitment is the 2023 completion of a new building to address current and future needs. One-half of the \$2.0 million building is currently occupied with new classrooms, an Industrial Arts space and general science space. The remaining space will be occupied as future needs arise. Approximately 75% of the funds required were raised through internal development efforts and the remainder is funded through a short-term note.

To provide the leadership required for continued success, the Board of Directors is seeking an individual who is a visionary leader, committed to Christian education and has the desire to take a successful Christian school to the next level of impact and service. This individual will possess the experience, knowledge and ability to ensure appropriate strategies, organizational framework and strong leadership are in place.

He/She will be a strategic, collaborative leader who is firmly grounded in personal faith that aligns with ZCS's Distinctives and Statement of Faith and fully committed to the integration of faith and learning. This individual will have a track record of successful executive leadership and organizational growth in previous positions whether in academic, non-profit or for-profit organizations. An exciting opportunity awaits the right individual who is spiritually mature, possessing the knowledge, insights, and experience to lead ZCS to meet the current and future opportunities.

ROLE & CANDIDATE PROFILE

Reporting to the ZCS Board of Directors, the Administrator will embody and articulate Zion's mission in all of its programs and operations. In doing so, this individual will foster the traditions, relationships, and practices that determine the school's climate and culture. As the sole employee of the Board of Trustees, the Administrator is responsible for the overall leadership and management of the school in accordance with Board vision, strategy, and policy.

He/She is the spokesperson for the school with all its internal and external constituencies including students, parents, faculty, staff, alumni, neighbors, business community, governmental agencies, and local, state, regional and national educational organizations, and accrediting agencies.

As a seasoned leader and innovator, he will ensure a talented team is in place to provide ZCS with the best available leadership in administration, strategy, program development, academics, and organizational and financial management. The new Administrator will be a developer of people and possess a high-level business and organizational acumen, ensuring ZCS is positioned to identify and respond to opportunities and challenges as they arise. Further, the new Administrator will work closely with the Board and Director of Development to develop a comprehensive, sustainable resource funding program that supports current and future needs by identifying and cultivating current and new potential partners, donors, and stakeholders to expand funding resources.



More specifically, the new Administrator will be an effective manager and leader, delegating responsibility and authority to staff as appropriate while retaining overall responsibility for all activities, programs, and initiatives undertaken by the school. As such his/her responsibility is summarized below:

1 Mission Embodiment: Provides oversight in fostering an environment that aligns with the Zion's historic, traditional Christian values, providing spiritual guidance, and ensuring the integration of faith into all aspects of the educational experience.

2 Board Relations: Serving as an ex-officio, non-voting member, collaborating with the Board of Trustees in the following areas (not all inclusive):

- Preparation and management of operating and capital budgets.
- Reporting on school matters, expectations and performance using applicable data.
- Identify and seek direction from Board on new initiatives and opportunities.
- Staff and lead the strategic planning process, implementing subsequent decisions and direction.

3 Curriculum and Instruction Oversight: Working closely with and providing oversight to Zion's Principal in the following:

- Maintain a robust and relevant curriculum that meets academic and ethical standards that align with the school's mission.
- Hires, supervises, evaluates and dismisses all administrators, faculty, and staff members.
- Ensures faculty and staff meet the requirements of their roles, fosters their professionalism, collegiality, and ethical conduct, and encourages dialogue of best practices of teaching and learning at Zion.
- Reviews and maintains active role in selection of curricula and all aspects of Zion's academic programs.

4 Business and Finance: Manage the financial operations of the school, including budgeting, resource allocation, and financial reporting, in consultation with the Board and relevant stakeholders to include:

- Supervising all business, financial, and operations functions.
- Oversee all employment and human relations matters including contracts, compensation plans, performance evaluation, hiring and dismissals, personnel records, employee handbooks, policies and procedures, etc.
- All plant operations and maintenance to include buildings, grounds, and vehicles.
- Plans and executes all major capital purchases, repairs, and building projects.

5 Student Life: Provides oversight to Principal, faculty and staff in promoting a healthy student culture through the following:

- Provides for character education and ethical teaching in keeping with the mission of Zion.
- Ensures student activities and extracurricular opportunities are available to enhance educational and personal development of students.
- Supervises Zion's support systems including counseling, academic support, extended school programs, and overall health and wellness.
- Ensures all safety programs and protocols are functioning properly and effectively.
- Administers the school's discipline policies and standards of conduct.

6 Admissions and Financial Aid : With assistance of the Principal, develops and implements strategies to promote the school's mission and attract prospective students.

- Supervises and assists in all admissions functions and activities as needed to include: recruitment, website development and maintenance, information dissemination, and applicant testing, interviewing, and final decisions.
- Community outreach and marketing.
- Supervising administration of the financial aid program.

7 Advancement, Marketing and Fundraising-Working with the Director of Development, plans and optimizes Zion's fundraising programs to include annual fund, capital campaigns, planned giving and major events through:

- Identifying, cultivating, and nurturing relationships with prospective and current donors to promote sustainable funding resources for the future.

- Ensures and oversees alumni programs to ensure long term contact and support.
- Community outreach,, communications, and marketing.
- Oversees all volunteer efforts and programs including parent's association, booster clubs, alumni council, etc.

More specifically, the ideal candidate for this role will possess the following skills and characteristics:

- Possess a deep, abiding relationship with Jesus Christ strengthened by personal study and actively participating in a local church who follows the Reformed Christian tradition.
- Be a strategic leader, fully committed to excellence in Christian education with a discernable record of success as evidence of his/her ability to lead ZCS in carrying out its mission, reflecting the highest standards of integrity and excellence in all areas.
- Business Management-Possess significant, demonstrated business acumen to enable him/her to successfully oversee and manage the school's business, operations and financial management.
- Communication Skills-Serve as the primary spokesperson with all constituencies with the ability to cast a consistent, compelling and unifying vision for the entire ZCS community. In doing so, he/she will be an effective listener who relates to individuals, organizations, and churches at all levels.
- Demonstrated Success-Experience in past roles will demonstrate a pattern of successful leadership moving organizations to new levels of growth and sustainable impact. Ideally this experience will be in a Christian education setting; however, it is not a requirement.
- Lead the effort to ensure a successful Development program is in place and serve as a key fundraiser for ZCS.

Further, the ideal candidate will meet the following qualifications and requirements:

- Possess professional experience in leadership roles and environments that demonstrate his/her ability to successfully lead, manage and guide organizations (preferably educational but not required) expanding reach, influence and sustainable impact.

- Possess a Bachelor degree in Education, Business Administration or related field with professional credentials as appropriate. A Master's degree is preferred but not required.
- Ability to create an environment that is positive, encouraging and culturally relevant promoting the core values that have served ZCS well.
- Ability to provide spiritual leadership through personal relationships with all constituencies.

In short, the Administrator will be a skilled and experienced leader, administrator and manager whose approach is strategic, collaborative, and characterized by the ability to inspire, motivate, and empower others to achieve the mission of Zion Christian School. While providing organizational clarity and direction to the ZCS community, he/she will ensure the leadership team, faculty and staff is well-suited to its culture, are equipped to perform at expected levels, and are assigned authority to act in accordance with their role and responsibilities. The new Administrator will possess a high emotional intelligence and be fully committed to ZCS as a Christian school of excellence with the awareness and insight to successfully navigate an increasingly challenging landscape, expanding ZCS's reach and impact to its current and future diverse student and faculty body.

COMPENSATION

The compensation package is highly competitive with comparable opportunities. ZCS is committed to attracting and retaining talented leadership and staff.

LOCATION

Zion Christian School is located in Byron Center, Michigan, a southern Grand Rapids suburb. The Administrator will be expected to live in the greater Byron Center area enabling him/her to be a successful advocate for the ZCS community.



THE SEARCH AND SELECTION PROCESS

DickersonBakker Executive Search has been retained by Zion Christian School to conduct this search for its new Administrator. Candidates will be identified through a number of sources. DickersonBakker will review and evaluate all interested parties in the process of determining a final group for consideration. The search will be coordinated by members of the Zion Christian School selection committee who will be involved in all aspects of the process, including interviewing finalists and participating in the decision-making process.

The search will be conducted in a professional, consistent manner with a commitment to all potential candidates being afforded the same considerations by the search firm and the Client. Zion Christian School is an equal opportunity employer. All reasonable efforts will be made to protect the confidentiality of candidates.

Additional information may be obtained by visiting:

<http://www.DBA-Search.com>



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