



## OPPORTUNITY PROFILE

# HEAD OF SCHOOL

Covenant Christian Academy  
Colleyville, TX



# GREETINGS

## DEAR PROSPECTIVE HEAD OF SCHOOL CANDIDATE,

On behalf of the Head of School Search Committee and the Covenant Christian Academy Board of Trustees, I want to thank you for your interest in Covenant Christian Academy ("CCA"). CCA is a loving community that spiritually and academically equips, challenges and inspires our students to impact their world for Christ. We hope this Opportunity Profile will provide you with an understanding of the mission of our school as well as the key qualities and characteristics we are seeking in our next Head of School.

The Covenant Christian Academy community has seen God's faithfulness since CCA's founding over four decades ago through the present-day blessings of dedicated faculty, healthy enrollment growth, and well-rounded excellence in academics, fine arts, and athletics. CCA's mission is to provide a biblically based, classical, college preparatory education that inspires a passion for excellence, a heart of grace, and the character of Christ. As we look to our future, CCA seeks a Head of School who will engage our mission and provide leadership and vision to build upon the strong legacy of the school and the success that has been derived through steadfast prayer and supplication.

When families at Covenant Christian Academy are asked what they like best about the school, overwhelmingly their responses include the words "loving, caring, community, and academically challenging." Experiential and ministry opportunities are designed to encourage students to develop their strengths and find God's path in their lives. CCA recognizes each student as an individual with unique gifts, talents, interests and challenges. Our goal is for CCA students to graduate spiritually mature, academically prepared, and mentally confident with a priority to help them to grow in the image of God so that they can make a difference in our world.

Thank you for your interest in our Head of School position. While this is a vitally important decision for us, we also understand this would also be a major decision for you and your family to join our community and we invite you to learn about us. We encourage you to read through this Opportunity Profile and to further explore our website for additional information. If you are interested in pursuing this opportunity, please reference the Process of Candidacy (page 13) to begin the application process.

If you have any questions, please contact Laura Coverstone or Ed Poff (615-261-4623), the JobfitMatters Consultants who are assisting us in this search.

Sincerely,

Greg Smith  
Chairman, Board of Trustees

Jarrod Upton  
Chair, Head of School Search Committee





# OVERVIEW

Covenant Christian Academy is located in Colleyville, a suburb northeast of Fort Worth, near DFW Airport. An independent, PK–12 coeducational day school, CCA was founded in 1979 by Colleyville Presbyterian Church. The school is covenantal, interdenominational, selective in admissions and presently enrolls 650 students from predominantly college-educated families with business and professional backgrounds. CCA's curriculum is intentionally Christian, classical, and college-preparatory.

The strengths of CCA include a vibrant, caring community culture, a talented and passionate faculty and administration, a dedicated board, and a generous donor base. CCA has achieved success in academics, arts, and athletics, and is strong in each of these areas. Not satisfied with the status quo, CCA strives to improve in each of these areas to better serve its families and have greater Kingdom impact.

Covenant Christian Academy's Board is seeking a Head of School who will continue a trajectory of success. This leader needs to be able to 1) protect and clarify CCA's mission identity, 2) lead a talented and dedicated administrative team and faculty toward a unified vision, 3) foster strategies for enrollment growth, 4) increase fundraising success and 5) develop long-term financial policies and practices that ensure sustainability and flourishing.

While CCA is governed independently by a Board of Trustees, the school rents space from and shares space with the founding church, so a partnership relationship with Colleyville Presbyterian Church is important to maintain. Even so, the Head of school is not expected to attend CPC and may worship in any conservative evangelical church that is a fit for his or her family.

The CCA Board intentionally governs with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) clear distinction of Board and Headmaster roles, (5) collective rather than individual decisions, (6) future rather than past or present, and (7) proactivity rather than reactivity.

We trust the additional information in this Opportunity Profile will help prospective candidates learn more about CCA and the needs and opportunities moving forward. For additional information about Covenant Christian Academy, visit the website at [www.covenantchristian.net](http://www.covenantchristian.net).



# MISSION & VALUES



**MISSION** - *The Mission of Covenant Christian Academy is to provide a biblically based, classical, college preparatory education that inspires a passion for excellence, a heart of grace, and the character of Christ.*



## CORE VALUES

- Imparting a Distinctively Christian Worldview
- Employing a Classical, Interdisciplinary Educational Approach
- Pursuing the Discipline of Critical Thinking, a Lifelong Love of Learning, and an Understanding of God's Unique Calling
- Applying Rigorous Curricular, Instructional, and Character Standards
- Fostering a Covenant Community Grounded in Truth and Grace
- Promoting Financial Practices that Honor Biblical Standards of Stewardship

[Board Policy Manual](#)

[By Laws of CCA](#)





# HISTORY

In 1979, Pastor Dale Smith of Colleyville Presbyterian Church and other faithful congregation members had a strong desire to start a school in Colleyville that would teach students from a Christian worldview. The vision became a reality in 1980 when six kindergarten students started class with their dedicated teacher, Helen Shepherd. Thus, the legacy of Covenant Christian Academy began.

The following year, in 1981, classes for pre-kindergarten, first and second grades were added. Each year a grade level was added until 1992 when the first graduates of Covenant received their diplomas.

CCA's classical approach to teaching was adopted as a complement to the existing college preparatory curriculum in 1998.

Since Covenant's humble beginnings, the school has grown in a myriad of ways. After many fruitful years of sharing facilities and leadership oversight with Colleyville Presbyterian Church, Covenant became an independent entity in 1999. A 33,000 square foot building was completed in 2000 containing large classrooms, science labs, an art studio, computer lab, a music room, basketball court, theatrical stage, weight room, cafeteria and kitchen, and administrative offices.

A new 5th and 6th grade building opened for the 2009-2010 school year, and a Grammar and Pre-Grammar School building, housing Pre-K through 4th grade, opened for the 2010-2011 school year. 2015 brought the completion of a 7,000 sq. ft. addition to the 5th and 6th grade building.

Construction of a competition football/soccer field and baseball field is underway on campus. Covenant is a proud member of TAPPS, Texas Association of Private and Parochial Schools, and is accredited by the Association of Classical Christian Schools (ACCS).

Since 1979, Covenant Christian Academy's history reflects the faith of many families who share a common purpose and mission: To provide a biblically based, classical, college preparatory education that inspires a passion for excellence, a heart of grace, and the character of Christ.



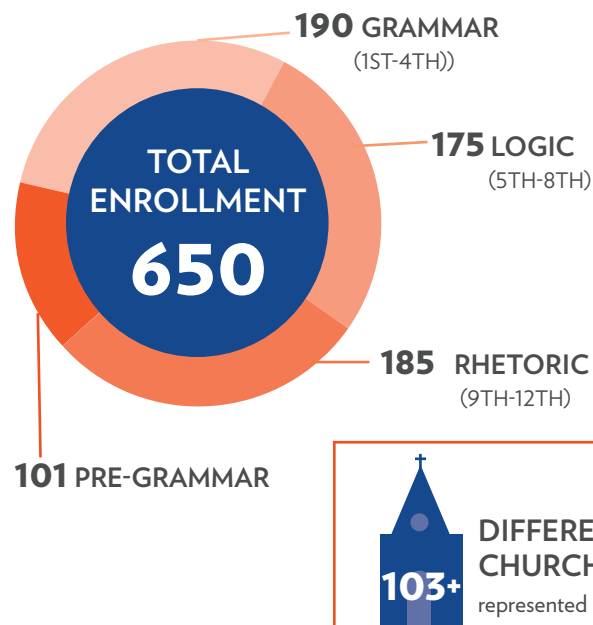
# STATEMENT OF FAITH

## WE BELIEVE:

1. The Bible to be the inspired, only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. There is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Hebrews 2:9), His resurrection (John 11:25, 2 Corinthians 13:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory. (Acts 1:11, Revelation 19:11)
4. In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith we are saved. (John 3:16-21, 5:24, Romans 3:23, 5:8-9, Ephesians 2:3-10, Titus 3:5)
5. In the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation. (John 5:28-29)
6. In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
7. In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)
8. Marriage that is the union sanctioned by God, which joins one man and one woman in a single, exclusive, covenantal union, as delineated by Scripture. Sexual intimacy should only occur between a man and a woman who are married to each other. No intimate sexual activity should be engaged in outside of a marriage between a man and a woman. (Genesis 2:18-25, Ephesians 5:22-33, Hebrews 13:4)

# AT-A-GLANCE

## ENROLLMENT



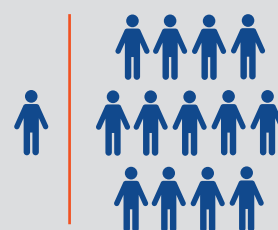
## FACULTY & STAFF

Pre-Grammar	Grammar 1st-4th	Logic 5th-8th	Rhetoric 9th-12th
20	28	35	40

HOLD  
ADVANCED  
DEGREES

42%

**13:1**  
STUDENT/FACULTY  
RATIO



## CLASS OF 2018

## FINANCIAL



ANNUAL BUDGET 2018-2019: **\$7.9 M**  
GIVING FOR 2017-2018: **\$1.6 M**  
TOTAL DEBT: **\$3.8 M**

CLASS OF 2018 ACT SCORES  
MID **50%**, COMPOSITE **23-29**



50 of 51

ATTENDED COLLEGES  
AND UNIVERSITIES

1

TOOK A GAP YEAR

## TUITION 2019-2020



KINDERGARTEN	<b>\$13,839</b>
GRADES 1-4	<b>\$15,010</b>
GRADES 5-6	<b>\$15,678</b>
GRADES 7-8	<b>\$16,201</b>
GRADES 9-12	<b>\$16,723</b>

## ATHLETICS & ARTS



**30** STATE CHAMPIONSHIPS in Athletics  
since 2005

Comprehensive and diverse visual and  
performing arts program



## FINANCIAL AID

In 2018-2019, \$873,569 in need-based tuition and other discounts was offered to 24% of CCA students through the Gap grant program.

## ACADEMICS



**13** HONORS COURSES

**9** ADVANCED PLACEMENT COURSES

## ACCREDITATION

Covenant is a member of TAPPS, Texas Association of Private and Parochial Schools, and is accredited by the Association of Classical Christian Schools (ACCS).





# COLLEGE MATRICULATION

Abilene Christian University  
 Adams State University  
 Angelo State University  
 Arizona State University  
 Auburn University  
 Austin College  
 Azusa Pacific University  
 Baylor University  
 Belmont University  
 California Baptist  
 Calvin College  
 Cedarville University  
 Clemson University  
 Colorado Christian University  
 Colorado State University  
 Dallas Baptist University  
 East Texas Baptist University  
 Florida State University  
 Gordon College  
 Grove City College  
 Harding University  
 Hardin-Simmons University  
 High Point University  
 Hillsdale College  
 Hofstra University  
 Houston Baptist University  
 Howard Payne University  
 Iowa State University  
 John Brown University  
 Johnson & Wales  
 King's College London  
 King's College NY  
 LeTourneau University  
 Liberty University  
 Lipscomb University  
 Louisiana State University  
 Louisiana Tech University  
 Loyola University  
 Lubbock Christian University  
 University of Miami  
 Midwestern State University  
 Mississippi College  
 Mississippi State University  
 Moody Bible Institute  
 North Carolina State  
 North Dakota State University  
 Oberlin College  
 Oklahoma Baptist University  
 Oklahoma Christian University  
 Oklahoma State University

Oral Roberts University  
 Ouachita Baptist University  
 Palm Beach Atlantic University  
 Pepperdine University  
 Purdue University  
 Rhodes College  
 Samford University  
 SAGU  
 SCAD  
 Southeastern University  
 Southern Methodist University  
 Southwestern Baptist Seminary  
 Southwestern University  
 Stanford University  
 Stephen F. Austin  
 Syracuse University  
 Tarleton State University  
 Texas A&M University  
 Texas A&M, Corpus Christi  
 Texas A&M, Galveston  
 Texas Christian University  
 Texas Tech University  
 Texas Woman's University  
 University of Alabama  
 University of Arkansas  
 UC Berkley  
 UCLA  
 University of Central Florida  
 University of Cincinnati  
 University of Colorado, Boulder  
 University of Dallas  
 University of Houston  
 University of Illinois  
 Univ. of Mary Hardin-Baylor  
 University of Maryland  
 University of Mary Wash.  
 University of Miami  
 University of Michigan  
 University of Mississippi  
 University of Missouri  
 University of North Dakota  
 University of North Texas  
 University of Oklahoma  
 University of Pittsburg  
 University of Texas, Arlington  
 University of Texas, Dallas  
 University of Texas, Austin  
 Virginia Tech  
 Westmont College



# THE POSITION

The Head of School is hired by the Board of Trustees and is the Chief Executive Officer of CCA. The Head will be granted all powers necessary and proper to carry out his/her duties.

The Head of School will be charged with, but not limited to, the following duties:

## SPIRITUAL LEADERSHIP

- Demonstrates a mature Christian belief through a personal and professional lifestyle that reflects the purpose and values of the school to honor Christ at all times.
- Develops and casts a vision for the school that achieves its mission and maintains its core values

## EXECUTIVE LEADERSHIP

- Operates the school within the boundaries provided in the Board of Trustees Policy Manual.
- Oversees all staffing and other employment related decisions and actions including recruitment, hiring, and training.
- Oversees school policy development and implementation.
- Oversees the utilization and development of the school's present and future facilities
- Serves as an ex-officio board member.

## FINANCIAL AND DEVELOPMENT LEADERSHIP

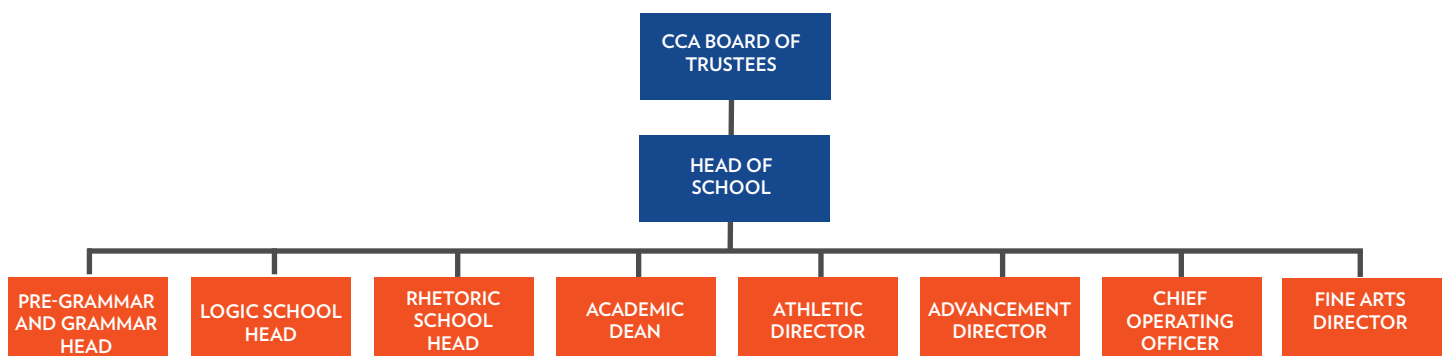
- Oversees long-range development, growth, and fund-raising efforts of the school.
- Serves as the primary representative of the school to parents and the community and leads the public relations effort.
- Oversees the preparation of the school budget in conjunction with the Controller.
- Oversees the implementation of the budget approved by the Board of Trustees in conjunction with the controller.

## ACADEMIC LEADERSHIP

- Facilitates the development, implementation, and evaluation of school-wide curricular goals.
- Leads teachers and staff towards achievement of the school's mission.

Under the current organizational structure at CCA, the administrative team supporting the Head of School includes the following: Pre-Grammar/Grammar School Head, Logic School Head, Rhetoric School Head, Academic Dean, Athletic Director, Advancement Director, and Chief Operating Officer.

## COVENANT CHRISTIAN ACADEMY ORGANIZATIONAL CHART





# EXPECTATIONS

## OF THE HEAD OF SCHOOL

Successful leadership in any educational institution is judged by how well its leader meets the expectations of its governing body, meets the needs of its students, and responds to the input of its faculty, administration, parents, and other constituent groups. The next Head of School of Covenant will develop and refine a Strategic Plan with the Board of Directors, but in the meantime will focus on these immediate goals:

- **MISSION IDENTITY** – The next Head of School will continue to refine and clarify the identity of CCA as it relates to being fully Christian, fully classical, and fully college preparatory. As these purposes can sometimes conflict with one another (e.g. STEM) and tensions arise, the Head of School will guide and direct the faculty, board, and parents toward a unified purpose.
- **STUDENT ATTRACTION AND RETENTION:** CCA's enrollment increased from 624 to 649 in the last two years, and CCA has a capacity of educating 762 students in the existing facilities. Serving more mission-aligned families will enable CCA to financially attract and retain high-quality faculty, increase curricular and co-curricular offerings for students, and continue financial stability. The next Head of School will ensure a strong student retention strategy is in place.
- **LONG RANGE FINANCIAL POLICIES:** The next Head of School should be a visionary who inspires the best in the team and leads the team in effective implementation of plans. This leader will establish and execute a 5-year strategic plan, as well as evaluate tuition and tuition assistance policies to ensure financial sustainability.



# WHERE IS

## THE IDEAL CANDIDATE TODAY?

The ideal candidate will likely come from a classical Christian or Christian school, but the right leader may come from a variety of vocations. We believe someone from one of the following areas will likely have the skills and experiences that are needed to lead CCA. The candidate may approximate one or more of these descriptions. This list is not meant to be exhaustive but rather to encourage potential candidates to understand the breadth of experiences that may fit well in this position:

- An experienced leader of a classical Christian or Christian school with at least 500+ students.
- A successful private or public-school leader who believes wholly in classical Christian education, has a solid Biblical background, and preferably teaching experience in a Christian school.
- An organizational leader outside of education who brings years of experience with a Christian school Board of Directors, has a strong understanding of non-profit organizations and fundraising, and a significant passion for Christian education.





# THE LOCATION

## FT. WORTH, TEXAS

To most outsiders, Fort Worth appears to be nothing more than the little brother of nearby Dallas. But don't confuse the two. Fort Worth is the 16th largest city in the United States, and it actually came before Dallas. Fort Worth is a city all its own, with plenty to offer the aspiring Texan.

Even though Fort Worth ranks in the top 25 most populated cities in the United States, there is a real small-town feel to the city. The downtown area is vibrant, growing, and accessible. The more residential neighborhoods boast low crime, and housing prices provide more bang for your buck than other large cities in Texas. Fort Worth's dedication to preserving its rich history has become an industry of its own, especially in entertainment for residents and guests.

For information on the cost of living in Fort Worth, [Expatistan](#) is a great site to check out. There you'll find an extensive list of how much housing is, the cost of healthcare, groceries, clothing, pretty much anything you can think of. You can also compare these prices with other major cities around the world.

More Helpful Resources about Fort Worth:

- [FortWorth.com](#): This site offers info on Fort Worth staples such as Fort Worth Stockyards, Casa Manana Theatre, Railhead Smokehouse, Nonna Tata and more things to do and places to eat.
- [FortWorthTexas.gov](#): This is the official site of the city of Fort Worth.
- Fort Worth Business Directory: For all of your Fort Worth business needs.
- The Star Telegram: Fort Worth's local news source.



# PROCESS OF CANDIDACY

If you sense that the gifts and experience God has given you are a good match for Covenant Christian Academy, we invite you to begin the inquiry process. We handle all candidate information and conversations confidentially. You may contact Laura Coverstone at any stage of the process for more information and to ask questions (see contact information below).

Please provide the following for review:

- A current resume
- Responses to the following essay questions
  1. Describe your spiritual journey of faith in Jesus Christ. Indicate how God is using you in your work, in your church and in your community.
  2. What are the main characteristics that distinguish a classical Christian school from other educational models? Why are you interesting in serving CCA?
  3. Provide the names and contact information (telephone numbers and email addresses) for four references who know you and your career well enough to comment on your suitability for the Head of School position at Covenant. References will only be contacted after we have requested and received your permission to do so.

Submit this information in one document or PDF to:

Laura Coverstone

JobfitMatters

[resumes@jobfitmatters.com](mailto:resumes@jobfitmatters.com)

Phone: 615-261-4623

In the subject line of the email, please write "Covenant Christian Academy HOS."

**SEARCH TIMELINE:** All candidate information will be reviewed upon receipt and candidate review will continue until a Head of School is selected. Finalist interviews will be held in the early to mid Fall. The selected candidate will likely begin July 2020.