

## Our Statement Of Faith

The following is the foundation of beliefs on which New Covenant School is based. They are also key elements of biblical Christianity that will be unapologetically taught in various ways through all grade levels.

1. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. These three are the same in substance, equal in power and glory. God is a Spirit, infinite, eternal, and unchangeable in His being, wisdom, power, holiness, justice, goodness, and truth. (Matt. 28:19; Acts 5:3-4)
2. We believe that the Bible is the Word of God written, and we accept as its most adequate and comprehensive interpretation the summary contained in the Westminster Confession of Faith and Catechisms. The Bible is the only infallible and inerrant divine authority in all matters of faith and life. (2Tim. 3:16-17)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Jesus Christ is the only mediator between God and man. (John 8:58-59; John 10:30)
4. We believe sin is any lack of conformity unto or transgression of the law of God. (Rom. 3:23)
5. We believe that all men are sinners and are totally unable to save themselves or even to cooperate with God in efforts to earn their salvation. Though sinful, all human beings are created in the image of God and are, therefore, spiritual, moral, social beings who think, act, value, and exercise dominion, called to reflect in finite ways what God is infinitely. (Eph. 2:1)
6. We believe that salvation is only by the sovereign grace of God, who chooses out of the fallen race of mankind those whom He will save. God alone knows who are His, and people of every nation, tribe, and tongue are called to repent and be saved through faith in Jesus Christ alone. (Acts 13:48; Eph. 2:8-9)
7. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. The Holy Spirit indwells Christians and gives them the daily strength and wisdom they need to walk according to His will and to grow in holiness. (John 3; Titus 3:5)
8. We believe that every genuine Christian noticeably manifests the fruitful works of faith and repentance (Acts 11:8; Gal. 5:16-23)
9. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation. (Matt. 25:31-46)
10. We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:17- 21; Eph.2:19-22)
11. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. (1Cor. 6:9-11)
12. We believe that males and females (like Adam and Eve) are made to complement each other in a one-flesh union upon marriage establishing the only normative pattern of sexual relations such that marriage ultimately serves as a type of the union between Christ and his church (Gen. 2:18- 25; Matt. 15:18-20; 1Cor. 6:9-10, 18; 7:2- 5; Eph. 5:22-33; Heb. 13:4)
13. We believe that in order to preserve the function and integrity of New Covenant School, and to provide a biblical role model to New Covenant School members and the community, it is imperative that staff, volunteers, families and students of New Covenant School agree to and abide by these statements of faith. (Matt. 5:16; Phil. 2:14-15; 1 Thess. 5:22)
14. We believe that every person must be afforded compassion, love, kindness, respect, and dignity as those made in God's image. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and not tolerated at New Covenant School.

# Grammar School Principal Job Description

## Overview

New Covenant School is seeking a Grammar School Principal to lead and manage the teachers, students, and families in K5 through 5<sup>th</sup> grades.

## Reporting Relationship

New Covenant School is a ministry of New Covenant Church under the oversight of an elder-approved board. The Head of School is hired by the church elders and is under the oversight of the Senior Pastor with direct and continual input from the School Board. The Grammar School Principal, as well as the Upper School Principal, reports directly to the Head of School.

## Competencies

The person we are seeking will:

- Have a calling to and passion for classical Christian Education.
- Enjoy and excel at leading others to a common goal.
- Be able to teach and train.
- Enjoy and seek opportunities to be hospitable to teachers, staff, families, and fellow church members.
- Understand and manage a school budget.
- Be able to react to changes and handle requests from different sources (i.e. multitask).
- Have excellent written and oral communication skills.
- Have strong problem-solving skills.

## Traits and Characteristics

The Ideal Candidate will:

- Have demonstrated commitment to Jesus Christ in humble reliance upon the grace of the Holy Spirit.
- Have demonstrated a commitment to the bride of Christ, his Church. Exemplifying excellent churchmanship, in both personal life and in family life.
- Have a demonstrated commitment to the inerrant word of God as the only infallible rule of faith and practice.
- Have an allegiance to *The Westminster Confession of Faith* together with the *Larger and Shorter Catechisms* as containing the system of doctrine taught in the Holy Scriptures.
- Have demonstrated leadership ability as a team player, which cheerfully and quietly submits to the elders of the church striving for the purity, peace, unity, and edification of the church.
- Have a demonstrated habit of regular, daily, and diligent personal prayer and Bible study.
- Have skill in leading others to know Christ, worship Christ, and grow in Christ, as well as the burden to do all three.
- Have a strong love for God's children.
- Have vision beyond the walls of the church and the maintenance of present church ministries to win more and more to Christ with the grace that only God can provide.
- Have a conviction in God's specific calling to labor in this position with zeal for the glory of the Lord.
- Have a demonstrated Christ like character others can follow with benefit and joy.
- Have a demonstrated biblical concern for people and their personal problems as well as a willingness and ability to give time and energy to help them apply spiritual truths to their specific situation.
- Have a demonstrated commitment to a philosophy of ministry, which promotes the exercise of the spiritual gifts from every member of the body of Christ along with the humility to receive advice and input from those with less institutional authority.

*“And he gave some . . . as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ.” **Ephesians 4:11-13***

- Have a demonstrated commitment to and understanding of Covenant Theology as it relates to family ministry and the evangelization and nurture of children.
- Be self-disciplined in personal habits along with a positive, flexible, and teachable spirit.
- Exhibit exemplary family life in keeping with the biblical criteria for a church leader along with the commitment to maintaining a good physical condition.
- Exhibit exemplary management of financial affairs, which brings no shame to Christ or embarrassment to the church.
- Have demonstrated personal history as a self-starter.
- Possess strong conceptual skills and demonstrates the ability to develop and communicate an idea into an active ministry.
- Demonstrate the ability to identify and develop leadership potential within the staff.
- Positively communicate the school ministry as an extension of the congregational ministry.
- Be driven and results oriented with a positive outlook.

## Grammar School Principal Duties

### *Managerial/Personnel*

- Report to the Head of School.
- Oversee grammar-school teachers and staff.
- Own and manage the grammar school budget.
- Substitute teach as required.
- Work with the Head of School to determine ways to have one foot in the classroom in order to keep fresh insight into pedagogy as well as credibility with other faculty.
- Develop and implement plans for grammar-school faculty/staff growth. For example, a program that teaches classical Christian education to educators and how to bring a biblical worldview to every educational endeavor.
- Regularly research new curriculum and pedagogy from trusted sources to maintain the best practices in recovering classical Christian education and lead grammar school teachers in those practices.
- Lead Memory Period and ensure that the best and most beautiful things are being fostered in Grammar school student's hearts and minds to make them complete in Christ.
- Work with teachers and staff to organize and lead Friday chapel.
- Collaborate with the Preschool Director and Upper School Principal to ensure the best and most seamless transition from PreK to Grammar School and Grammar School to Upper School. Occasionally shadow both PreK and Upper School classes and teachers to see progress of students.
- In collaboration with other administrators, organize and occasionally lead NCS Events and Grammar School Events (i.e. Thanksgiving Program, Back to School Night, Grandparents and Love Ones Day, etc.).
- Interview, assess, and hire Grammar School teachers.
- Welcome, interview, and assess families and students interested in New Covenant School.
- Manage student discipline.
- Lead Grammar School meetings and attend Administration meetings.
- Foster relationships with families in the Grammar School.
- Work with policy and HR committees to maintain a faculty/staff handbook and record annual teacher evaluations.
- Collaborate with teams to maintain a student handbook that creates a positive school atmosphere of Christian discipline and development allowing for creativity from both students and staff.

### ***Responsibility to Board***

- Periodically attend board meetings and functions.
- Keep the Head of School informed of all key aspects of school operations and bring to the Head of School issues that may require Board action or education.
- Represent the Board and Board decisions and policies to staff and parents in a genuinely positive manner.
- Develop with the Board the policy and procedures needed by the school under the oversight of the church elders.
- Develop, formulate, and direct school policy and governance in accordance with the policies of the board.

### ***Responsibility to New Covenant Church***

- Seek to maintain the principles of church discipline found in Matthew 18:15-20 and receive no accusations or unedifying remarks of any kind against an elder, deacon or staff member in the church or school except on the basis of two or three witnesses (1Tim.5:19), recognizing that any disloyalty toward those the Lord has raised up to lead our church cannot be tolerated.
- Actively participate as a member at New Covenant Church and exemplify churchmanship, loving the Bride of Christ, and supporting its ministries.
- Maintain a positive and collaborative relationship with the New Covenant Senior Pastor, Elders, and church staff.

### ***Fundraising Development***

- Collaborate in the creation of fundraising programs that align with our values and draw the community into pursuit of a common vision.
- Collaborate in developing a capital campaign that utilizes the full potential of our campus for God's glory and the ministry He has set before us.
- Work with the Head of School, School Board, faculty, staff, and competent volunteers to set appropriate expectations for fundraising events, tasks and programs.
- Work with the Head of School to spread the news of God's work in our community and create partnerships that unify us around Christian education.

### ***Student/Family Relations***

- Take an active role in the admission process, recruiting new families and ensuring that our culture is maintained well.
- Maintain regular communications with parents and school staff fostering an atmosphere with them where they and their student(s) are excited about and committed to the school's ministries.
- Be involved in personal evangelism and exhort and encourage all faculty and staff in the school to do the same.

### ***External Relations***

- Communicate an enthusiastic mission and vision to the congregation and community regarding the ministry of New Covenant School promoting Christian, covenantal and classical education for all our children.
- Regularly present the mission and vision of New Covenant School to New Covenant Church and other interested churches

## Expected Requirements & Compensation

### *Education*

- Bachelor's degree in Education or equivalent work experience in related field
- Master's Degree in Education Leadership or Equivalent Leadership desired

### *Previous Experience*

- 2+ years in Administration/Leadership with experience in development and strategic planning
- A strong understanding of the education from a Christian, covenantal, and classical perspective.

### *Additional Requirements*

- US Citizenship or green card holder
- Successful completion of the Instructional Leaders' Covenants used for all teachers at New Covenant Church and School (obtainable at [www.ncchurch.net](http://www.ncchurch.net)).

### *Compensation*

Annual Salary is commensurate with education and experience. Benefits include healthcare benefit and tuition discounts are included for children.

## Process of Candidacy

After reading this position packet, if you sense the gifts and experience God has given you are a good match for New Covenant School, we invite you to begin the inquiry process. We handle all candidate information and conversations confidentially. You may contact the search team at any stage of the process.

Please provide a current resume or CV for review.

Please respond to the following:

1. Please provide a brief biography including when and how you came to know Jesus Christ as your Lord and Savior, the difference he makes in your life, and your current involvement with the Church (1-3 pages)
2. What is it about the Grammar School Principal position that attracts you? (1-2 pages)
3. Using what you have learned about New Covenant School from the website and the Grammar School Principal position packet, what challenges and opportunities do you see and what skills and experiences in your life lead you to believe that you can be an effective Grammar School Principal for New Covenant School? (1-3 pages)
4. Explain the importance of a classical education in K5-5th grades. What things from the liberal arts tradition do you hope to feature in Grammar School?

Please submit this information via email to:

*NCS School Board, HR subcommittee*  
[apply@newcovschool.net](mailto:apply@newcovschool.net)