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# Head of School Opportunity Profile

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## OVERVIEW

### THE CRISTA FAMILY OF MINISTRIES

King's is proud to operate as part of CRISTA, a unique family of ministries empowered to serve the needs of the world with the Gospel of Jesus Christ. The ministries that make up CRISTA fall within education (King's, CRISTA Camps), international relief and development (World Concern), ministry to veterinarians (Christian Veterinary Mission), senior residency (CRISTA Senior Living) and media (CRISTA Broadcasting). To learn more about the CRISTA Ministries family, please visit [crista.org](http://crista.org).

The vision of CRISTA is to transform lives with the Gospel of Jesus Christ through sustainable, Biblical Christian ministries.

King's Schools is comprised of Preschool, Elementary, Junior High and High School and are each located within the CRISTA campus, a 56-acre property that also serves as home to administration headquarters for the entire organization.

### MISSION

Inspiring hearts and equipping minds to serve God for His glory.

## VISION

King's Schools provides an inspiring and exemplary Christian education in a spiritually vital, caring community. Its mission is achieved on the foundation of four abiding principles:

▶ **ACADEMIC EXCELLENCE**

Inspired by the highest quality curriculum available, and taught by exceptional teachers who are knowledgeable, active Christians.

▶ **CHRISTIAN COMMITMENT**

King's Schools has an environment that is positive and nurturing, creating a foundation that instills a passion for lifelong Christian commitment and service.

▶ **CARING COMMUNITY**

King's Schools community facilitates and nurtures relationships that are important today and last a lifetime.

▶ **RICH HERITAGE**

With a long history, rich heritage, and network of King's alumni and CRISTA staff who extend wisdom and learning through shared life experiences and ministry, King's students graduate from high school prepared for future success and go on to make significant differences in their churches, communities, and throughout the world.







## PORTRAIT OF A KING'S GRADUATE



### Discerning Believers

King's graduates, equipped with Biblical knowledge, seek to know the heart of Christ and be transformed into His likeness.



### Mindful Citizens

King's graduates engage culture with empathy, striving to listen, understand and value the story of others.



### Engaged Leaders

King's graduates are visionary problem-solvers who communicate with clarity, collaborate with humility, and lead with service.



### Reflective Thinkers

King's graduates embrace a growth perspective and are intellectually prepared to create and innovate, embrace challenge with resilience, and thrive in future endeavors.

## KING'S SCHOOLS

### KING'S PRESCHOOL

King's Preschool is a faith-based preschool and extended care program for children ages 18 months to 5 years old. At the heart of the program is a personal love and relationship with Jesus and desire to share His love with His children. King's is committed to providing each child with a thoughtful, creative, and cooperative learning curriculum that equips them in body, mind, and spirit for God's purpose and glory. The mission of King's Preschool is to partner with families in the community to provide quality Christian early childhood education and development opportunities. Building a strong foundation in early learning is critical to a successful future in education and training in God's Word builds a strong foundation for future leaders.



### KING'S ELEMENTARY

King's K-6 provides a caring environment where students grow in their faith and academically. Striving to build relationships with all students and families, King's staff is committed to fostering an environment where students feel inspired to challenge themselves. The Elementary curriculum includes activities that enrich and expand student life both on and off campus. All students have the opportunity to learn from specialists in the areas of health sciences and physical education, Spanish, technology, robotics, life skills, art and vocal and instrumental music. Through their experiences inside and outside the classroom, students develop a strong spirituality and learn how to apply their faith to practical living. We are committed to the integration of faith and learning.





### KING'S JUNIOR HIGH

King's Junior High is a place where students grow. Rigorous academics, leadership training, and sportsmanship all create a structured, nurturing community where students mature beyond the elementary years and prepare for high school. Guidance from teachers is critical at this stage of a student's life. Students and alumni point to our teachers as the reason for King's success. Teachers have proven to be exemplary role models and accredited educators who have a passion for Christian education. Though students at King's have varying levels of Biblical knowledge, the Bible is foundational to King's Junior High. This fosters an atmosphere of acceptance and compassion, creating student experiences that encourage and nurture deeper levels of Christian commitment. The King's Junior High athletic program allows student athletes to compete against other junior high and middle schools in the Puget Sound area while a superior coaching staff emphasizes skill development, teamwork and Christ-like sportsmanship.

### SPOTLIGHT: ROBOTICS PROGRAM

Beginning in elementary school and culminating in high school, the King's Robotics program is thriving and is recognized as one of the best in the Northwest. The Cyberknights have brought home 4 world championships. It is exciting to see the growth in this program and look forward to see it expand in the years to come.



## KING'S HIGH SCHOOL

The King's High School philosophy is to give students what they need to succeed in college and in life: academic excellence and a caring community. The standard curriculum is the highest quality college-prep track available, and offers a strong honors and Advance Placement program. Ninety-eight percent of King's High School graduates pursue college. King's blends academics with sports, music, drama, student government and more, providing many exciting opportunities for student involvement. Two-thirds of King's exceptional faculty hold Masters Degrees, and all are knowledgeable, active Christians who use the Bible as the foundation for teaching students. King's High is a place where a vibrant student body engages daily with professional, Christian teachers, staff and coaches. Spiritual formation at King's High School is not a program that can be separated out from the curriculum; it's a part of everyday life. Academics, the arts, athletics, technology, and even lunch are all part of students' spiritual lives when life is approached with a Biblical worldview.

## SPOTLIGHT: ATHLETICS PROGRAM

King's High School has won 40 team state championships in the past 20 years. In the classroom, King's High School has also been working very hard with 28 academic state championships since 2002. This combination of excellence in athletics and in the classroom is one of many things that makes King's a special place. The success that King's athletics has had over the years is due to the commitment of student athletes, first-class coaches, and supportive fans. To be a student athlete at King's High School requires a great deal of time and energy to balance the academic load with the time required on the field or the court to excel.





## **CRISTA MINISTRIES, PRESIDENT & COO**

Jon Yasuda serves as the President and COO of CRISTA, a family of ministries founded in Seattle in 1949 and united by a shared mission. Since arriving in his role at CRISTA in 2019, Jon has been charged with strategically driving each of the ministries to empower them to serve the world with the Gospel of Jesus Christ.

Prior to joining CRISTA, Jon spent 5 years at Fuller Theological Seminary, and 5 years at Opportunity International, an international microfinance ministry. Jon also spent 25 years in the broadcasting industry, culminating in the role of president and CEO of Asian Media Group, overseeing the strategic planning and operations of two television stations in Los Angeles and Honolulu.

Jon has always been active in community service, including a tenure as president of the board of Pasadena Christian School and service as a board member of Flintridge Preparatory School in Southern California.

Jon received his B.A. in economics from the University of California at Los Angeles. He is married to Silvia and they are blessed with two daughters, a son-in-law and two grandchildren.



## POSITION SUMMARY

The Head of School reports to the CRISTA President & COO and provides strategic Christian leadership to all programs and support systems of King's Schools. The Head of School will be thoroughly committed to the mission and vision of the school. An ideal candidate will most likely have experience as an educator and administrative leader in either Christian or public education. The candidate may also have demonstrated Christ-like skillful leadership in a church that operates a school. Ideally the candidate will have experience with academic support for a diverse range of children and will be capable of building teams and mentoring principals, faculty, and staff. The successful candidate must sense a call to Christian primary/secondary education. A network of existing connections in Seattle is a definite advantage.

The Head of School will:

- ▶ Formulate and communicate the school's vision and provide overall leadership for accomplishing that vision.
- ▶ Maintain open lines of communication and cooperative relationships with school staff, CRISTA leadership, Board advisory committee, parents, students, and the community at large.
- ▶ Oversee all school personnel, operations, curriculum, academic standards, extracurricular activities, development, marketing, admissions, and compliance with Washington State requirements.
- ▶ Carry out responsibilities within approved CRISTA philosophy, policies, procedures, programs, objectives, and budgetary allocations.
- ▶ Administer programs and services in a manner that glorifies God and for integrating the goals at schools with the overall CRISTA vision and mission.



# ESSENTIAL FUNCTIONS

## DUTIES

- ▶ Provide responsible leadership and support to school administrators, faculty, staff, parents, and students.
- ▶ Fulfill responsibilities as one of the CRISTA Ministry Leaders to include attending required meetings, preparing reports, making presentations, etc.
- ▶ Establish and submit annual budget for approval. Monitor and ensure budgetary compliance within King's Schools.
- ▶ Hire all certified personnel and administrators; ensure the hiring of qualified and competent staff; assign, transfer, and promote employees to serve the best interest of the school.
- ▶ Ensure compliance with and communication of all government regulations.
- ▶ Lead in establishing future spiritual growth and development plans and projections for King's Schools (strategic planning).
  - ▶ The Head of School and School Leadership will actively and with personal conviction pursue Spiritual Renewal at King's Schools based on historical Biblical standards of faith and conduct.
  - ▶ A comprehensive Bible Curriculum that is vetted, consistent with a historical Biblical Christian Worldview, will be taught throughout every grade.
  - ▶ Determine short and long-range facility needs and oversee implementation of construction, operation, and maintenance programs.
  - ▶ Oversee the development and implementation of objectives and long-range plans for curriculum and instructional evaluation.
  - ▶ Promote donor development through partnership with Resource Advancement, King's Alumni Association, as well as parents, grandparents, and other opportunities.
  - ▶ Ensure that professional development opportunities are provided to school staff.



- ▶ Ensure continuous study and revision of curriculum guides and courses of study.
- ▶ Stay abreast of current curricular and educational thoughts, trends, and practices, as well as proposed legislation affecting schools.
- ▶ Ensure systematic performance evaluation of school personnel and initiate corrective action as necessary.
- ▶ Evaluate and set salary for school administrators, faculty, and staff.
- ▶ Oversee the preparation of and sign teaching contracts, stipend contracts, forgivable loan requests, and annual reports to ACSI and the Washington Office of Superintendent of Public Instruction (OSPI).
- ▶ Implement, interpret, and enforce school policies.
- ▶ Act as final recourse for families with grievances.
- ▶ Plan and facilitate various meetings/events, including:
  - ▶ Administrative Team meetings.
  - ▶ Parent Advisory Council meetings.
  - ▶ Annual Superintendent's Christmas devotions.
  - ▶ In-service days.
  - ▶ Faculty Council meetings.
  - ▶ One-on-one reporting meetings with administrators and staff.
  - ▶ Meetings of school personnel deemed necessary for discussion of matters related to the welfare and improvement of the school.
- ▶ Attend and speak at school functions, including but not limited to Back-To-School Barbeque/Convocation, school concerts, athletic events, faculty devotions, chapels, drama productions, art/science fairs, open houses, ASB functions, and Transportation Department Drivers' Breakfast.

### **SPOTLIGHT: SPANISH IMMERSION**

The Spanish Immersion Program is an option for students at King's Elementary School. This program gives elementary students an opportunity to complete the curriculum in a nontraditional way – by immersing them in the Spanish language and culture from kindergarten through sixth grade. Students become proficient in both Spanish and English, while learning the same curriculum content as their peers in the traditional English classrooms.



- ▶ Chaperone student trips, including but not limited to mission trips and sports tournaments.
- ▶ Conduct senior exit interviews.
- ▶ Prepare articles and letters for widespread distribution and represent King's Schools to representatives from the media.
- ▶ Responsible for decisions regarding emergency school closures or other schedule changes.
- ▶ Participate in professional organizations, such as ACSI and WFIS.
- ▶ Serve on state and national committees as appropriate when those committees serve the private school movement in general and King's Schools in particular.
- ▶ Participate in general management of CRISTA as a ministry leader through Ministry Leader meetings, Ministry Council meetings and/or Board of Trustee meetings.
- ▶ Work collaboratively with supervisor, school's leadership team, peers, students and their parents.
- ▶ Perform other duties as assigned.
- ▶ Personal conduct that reflects well on CRISTA Ministries and supports its personal conduct policy.
- ▶ Perform all duties consistent with the CRISTA Ministries Mission Statement.



## SUPERVISORY RESPONSIBILITIES

Provide direct leadership and mentorship to the following:

- ▶ Preschool Principal
- ▶ Elementary School Principal
- ▶ Junior High School Principal
- ▶ High School Principal
- ▶ Transportation Services Director
- ▶ Director of Business
- ▶ School Marketing & Admissions Director
- ▶ Academic Technology Coordinator

## ESSENTIAL QUALIFICATIONS

### CHRIST-CENTERED LEADERSHIP TRAITS

- ▶ Inspire others with Christ-like character and have an active and personal relationship with Jesus Christ.
- ▶ Use spiritual disciplines such as prayer, Bible study, and worship to encourage students, staff, and faculty to live a life surrendered to Christ.
- ▶ Develop personal relationships within the school community to activate genuine community and family feel of King's Schools.
- ▶ Demonstrate business insight in setting clear organizational goals for finance, enrollment management, and human resources.
- ▶ Give strategic leadership to enhancing the brand recognition of King's Schools in the local community through traditional and social media marketing.
- ▶ Balance the various activities of the school (Academic, Spiritual, Athletic, Artistic) in order to fulfill King's mission.
- ▶ Provide the vision for the development of the school, in conjunction with the Board of Trustees.
- ▶ Work with the Board of Trustees as strategic partners to fulfill the school's vision.



- ▶ Represent King's Schools as an ambassador in the community.
- ▶ Regularly share the vision for King's Schools in appropriate local venues (business groups, social groups, other schools, etc.) to engage the community in greater partnership with King's mission.
- ▶ Challenge individuals and groups to generously give resources to help fulfill King's vision.
- ▶ Endeavor in agreement and support of CRISTA's Doctrinal Statement.
- ▶ Demonstrates the values of a CRISTA leader.

## EDUCATION

Master's degree in Education or related field, from a regionally-accredited college or university. May substitute relevant work experience for education.



## EXPERIENCE

As a minimum, three years of administrative leadership in a school system and prior experience as a teacher are expected. However, leadership and spiritual maturity are the foremost qualifications, and the successful candidate may not have a background in education.

## LICENSURE / CERTIFICATION

State of Washington Administrator Certificate or the equivalent.

## SOFTWARE / EQUIPMENT KNOWLEDGE

Proficient in Microsoft Office Suite and telecommunication devices.

## OTHER CONSIDERATIONS

Able to deal tactfully and professionally with a wide spectrum of personalities and leadership styles. Able to counsel and mentor staff. A spiritual calling for this position.

## LOCALE

### EDMONDS/SHORELINE, WASHINGTON

Edmonds is one of Washington's most picturesque waterfront communities, and offers visitors a seaside ambiance and residents an appealing, small-town feel. The City of Shoreline offers classic Puget Sound beauty and the convenience of suburban living with the attractions of nearby urban opportunities. Edmonds and Shoreline are both suburbs of Seattle with populations of 42,000 and 56,000 respectively. Both are known as two of the best places to live in Washington. These communities offers residents an urban suburban mix feel and most residents own their homes. There are a lot of restaurants, coffee shops, and parks.

Many young professionals live in Shoreline and residents tend to have moderate political views, similarly young professionals and retirees live in Edmonds and residents tend to lean conservative. The schools in these communities are highly rated. More about [Edmonds](#) and [Shoreline](#).



## ANTICIPATED SEARCH CALENDAR

It is anticipated that the top four candidates will be interviewed by the Interviewing Committee in mid-December or early-January and the finalist hired by the end of February 2021.

## SEARCH AND SELECTION PROCESS

The CRISTA President/COO is charged with vetting candidates for the position and is assisted by Bruce Dingman, President of The Dingman Company, and Jeff Davis, Vice President. The Dingman Company will explore a broad network to suggest potential candidates. This thorough search will include consideration of many names and subsequent review of resumes. When appropriate, candidates will be asked to provide a thorough resume, to respond to a questionnaire, and to have a video interview with Jeff Davis. Those holding the most promise will then be interviewed in person.

Next, references and backgrounds will be checked, degrees will be verified, and an extensive candidate profile will be prepared for the interviewing committee.

The interviewing committee will initially interview the top four candidates. When a preferred candidate is identified, the candidate and spouse will participate in a final interview, as well as meet the King's Schools staff and leadership teams. Interviews will take place in December or January, with the final Head of School selection in February 2021 and start date in July 2021.

The Dingman Company, Inc. is a retained executive search firm devoted exclusively to serving clients in matters of executive selection. While some of our assignments are in the corporate sector, due to our faith, we primarily serve nonprofit organizations which are followers of Jesus Christ.

As a faith-based religious institution our client complies with all applicable laws pertaining to nondiscrimination on the basis of race, color, national origin, sex, age, disability, and any other applicable legally protected category. As a religious institution, our client has the right to, and does, require that its employees hold beliefs consistent with its Statement of Faith (Page 18) and conduct themselves in a manner consistent with its religious beliefs.





We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including our client, without their prior consent, nor will reference contacts generally be made until mutual interest has been established. Reference checking will involve the candidate's permission to access third parties. The search consultants will be cautious and sensitive as needed in trying to preserve any candidate's anonymity.

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## CRISTA MINISTRIES STATEMENT OF FAITH

- ▶ We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- ▶ We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- ▶ 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.
- ▶ We believe that mankind was created in the image of God, all people everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit.
- ▶ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- ▶ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of the damnation.
- ▶ We believe in the spiritual unity of believers in our Lord Jesus Christ.
- ▶ We believe that God designed marriage as a covenantal bond between one man and one woman, and God's intent for sexual expression is to occur only in the covenant of marriage.
- ▶ We believe that human life is sacred from conception to its natural end; and that we must have concern for both physical and spiritual needs.
- ▶ We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism.