



Opportunity Profile
HEAD OF SCHOOL

MARANATHA HIGH SCHOOL

A COLLEGE PREPARATORY CHRISTIAN SCHOOL



Pasadena, California

www.maranatha-hs.org





OVERVIEW

Maranatha High School was founded in 1965 to establish a college preparatory high school predicated upon biblical principles and an uncompromising commitment to Jesus Christ. In 2004, the school acquired a permanent campus, the former Ambassador College, in an upper-end neighborhood in the western part of central Pasadena. The campus has a renovated Academic Center, a Student Center, a state-of-the-art athletic field with lights, an auditorium, a collegiate gymnasium, an outdoor amphitheater and several other facilities that enhance the high school experience.

Maranatha aspires to cultivate each student's unique God-given talents: to inform the mind, to develop the body, and to enlighten the spirit. Through a passionate, talented faculty, a rich and varied curriculum, and the blessing of excellent facilities, Maranatha strives to nurture young men and women in their journey toward maturity, accentuated by personal academic excellence, self-knowledge and introspection, responsible citizenship, and a vibrant and informed faith in God. By integrating biblical principles into the daily curriculum, students are encouraged to develop a living faith in Jesus Christ and take that faith into the world.

In reaching for excellence, Maranatha is seeking a Head of School with a strong Christian testimony and commitment to Christian Education. As Maranatha's Chief Executive, the Head of School will be instrumental in bringing Maranatha to its highest potential both spiritually and academically. The candidate should be an experienced visionary leader with a passion for Christian education, have the ability to relate to constituencies including faculty, staff, parents, students, alumni, board members and the community at large, and demonstrate the skill and wisdom to lead Maranatha in continuous improvement and greater distinction.

The new Head of School will find that with an excellent reputation, an impassioned and well-trained faculty and staff, strong financial support, and committed parents and board members, Maranatha is on the cusp of becoming a model for Christian schools exhibiting how to reach their whole community, including all economic and demographic groups.

With its traditions and philosophy rooted in the foundations of protestant Christianity, Maranatha encourages each student to develop an informed and personal faith in Jesus Christ. The school is characterized by an ecumenical distinctive having students representing over 130 different churches and 30 denominational expressions within the broad Christian community. Even with all of that diversity, the students are challenged to thrive in a Christ-centered community.

Maranatha has earned dual accreditation with the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).





Maranatha has a student population of just under 700 with typically a combined senior year SAT score of 1656. There is a student to teacher ratio of 13:1, with a faculty of 42 teachers all of which have a bachelor's degree, 25 have a master's degree and two have a doctorate. Teachers' salaries range from \$38-69k, with an average of \$48k. In the typical graduating class 98% or more matriculate at a four-year school like Azusa Pacific, Biola, Wheaton, Westmont, Harvey Mudd College, UCLA, Boston College or UC Berkeley. 2012-2013 tuition is \$16,750 with a registration and application fee totaling \$825.

The school has a budget of \$12+ million of which 10+% is derived through annual fund raising, much of which is used for financial aid for needy students.



MISSION

The mission of Maranatha is to prepare students for living lives of purpose and distinction, as reflected by character, competency and community, by developing the whole student through relationships, to honor the Lord Jesus Christ.

CORE VALUES

Faith - We believe that faith is both an act and a gift from God. Faith is a persistent reliance upon the person and promises of God as revealed through His Word, His Church, His Spirit, and His Son, Jesus Christ. As a community, we place God first, seeking to be Christ-centered in each and every word and action. As we passionately live out our faith, we seek to be strengthened in character, integrity, knowledge, wisdom, and in our ability to love both the Lord and our neighbors.

Scholarship - We desire as a community to unceasingly pursue truth within a culture that rigorously promotes academic excellence within all departments. We work with perseverance to gain knowledge, discipline, insight, and wisdom; to develop the skills to think logically, critically, and masterfully; and, as leaders, to skillfully communicate these truths through the arts and through written and spoken word. We cherish the opportunity to inspire a love of learning in others that will last a lifetime.

Community - We courageously seek to be a community where love is prevalent—to love as Christ loved. We believe that each of us has been created with tremendous value. Therefore, we celebrate diversity and the distinct socioeconomic, ethnic, academic, and denominational differences and gifts present in our community, understanding that through Christ we are one unified body with many parts, and that our differences can be our greatest gift to one another.

THE POSITION

The Head of School is the Chief Executive and is charged with the overall responsibility for the operation of the entire school in accordance with the by-laws, policies, and philosophy documented by the Board of Trustees.

The Head of School will report to the Board of Trustees. He/She must provide Christ-centered, biblically-based and spiritual leadership to all aspects of the school, and will be responsible for all day-to-day business, spiritual, academic, and co-curricular operations. Additionally, this executive will be the chief spokesperson for Maranatha and will play the lead role with the various constituencies of the Maranatha community: students, parents, staff and faculty, donors, community leaders and organizations, and the Board of Trustees.



One of the key distinguishing aspects of Maranatha is integration of a biblical worldview in every aspect of learning. The Head of School is responsible for creatively shaping a culture at Maranatha that promotes academic excellence in all things and at all levels—students, teachers, administrators, parents, Board members, etc. The environment must also promote progress and accountability in order to create the desired culture of distinction—*Whatever you do, work at it with all your heart, as working for the Lord, not for men.* Colossians 3:23

Maranatha is seeking an experienced administrator to be its Head of School. First and foremost, this person will have a genuine relationship with Jesus Christ and a passion for students in their high school years. Candidates

will have demonstrated success as a seasoned administrator, most likely in a high school and prior to that as a teacher, preferably at an independent or Christian high school with a reputation for academic excellence. The person may have been a High School Principal, Dean or a Head of School or Administrator, or possibly from another organizational leadership role. Having worked with involved parents with high expectations is quite valuable.

Reporting to the Head of School are the Principal, the Chief Development Officer and the COO/CFO. And among those reporting directly to these three leaders are six Deans (Students, Instruction, Admissions, Ministries, Activities, and College Guidance) and five Directors (athletics, operations, marketing, facilities and technology).

As a visionary leader, the Head of School advises the Board on policy, decision-making, and long range planning, and then as a skilled administrator implements those policies, decisions and plans, deploying staff and the community of volunteers available, along with the required financial resources.

With a heart for Christ, a passion for Christian education, a desire for team synergy, and a mindset for servant leadership, the Head of School motivates, encourages, challenges, holds accountable, and empowers the principal and senior administrators to be effective leaders in their own areas. As a skilled communicator, the Head of School shares the school's vision and spiritual and educational philosophy with the staff, faculty, parents, Board, the wider Christian community, and the local community.



All efforts, actions and behaviors of the Head of School will be focused on the attainment and support of the Maranatha mission and core values. The Head of School will work cooperatively with parents, administration, and the Maranatha Board of Trustees to maintain/refine or design education systems for all Maranatha students with a Christian worldview focus. (I Corinthians 7:30-24; Matthew 28:18-20; Acts 20: 28-32). The Head of School will lead, encourage and oversee all Maranatha employees to insure an educational program that steers students toward the knowledge of God, humanity, and the rest of God's creation, while preparing students for higher education, and taking their places in family, Church, and society to the glory of God and in the service of Christ's Kingdom. (2 Kings 22:8-23:26; Malachi 4:4-6; Matthew 20:26-28;



Acts 16:30-34). Maranatha Head of School will seek to demonstrate and nurture the development of the following character traits in the lives of its students: Faith, Integrity, Respect, Obedience, Self-Discipline, Godly Living; Wisdom, Responsibility, Thankfulness, Service, and Eternal Values.



RESPONSIBILITIES

The Head of School:

- Has the primary responsibility of the spiritual life on campus, to insure that students are given the opportunity to know Jesus Christ as their personal Savior (if they don't already), and to develop strong habits for maturing in their spiritual walk with Christ and their growth in personal self-discipline. Likewise, also insures that specific attention is paid to the spiritual lives of faculty and staff, and how they can positively influence the students.
- Will model a Christ-like attitude and lifestyle and will demonstrate sensitivity, compassion, patience, honesty and wisdom in all interactions with staff, students, parents, Board members, and other Maranatha members.
- Provides strategic high-level direction, recommends visionary goals to the Board, promotes those approved goals and diligently oversees the implementation of them.
- Works with the Board to ensure the delivery of a clearly articulated Christian worldview throughout the curriculum, faculty and staff.
- Collaborates with and supervises a team of senior administrators, ensuring they effectively lead all other staff.
- Is an effective spokesperson for Maranatha in dialogue and communication with senior administrative staff, the Board, and outside agencies on all relevant matters.
- Seeks out and finds synergies and continuing improvements in programs, processes and policies.
- Ensures the active and robust involvement of parents and other volunteers in the life of the school, in all available capacities.
- Serves as an advisor to the Board and attends all meetings of the Board except "executive sessions."
- Presents a recommended Annual Budget to the Board at least three months in advance of the start of the new budget year, and in turn the Board is to give back an approved Annual Budget no less than 60 days before the start of the new budget year.
- Oversees the development, implementation and review of policies as directed by the Board for all ma-



for school policies requiring Board approval and likewise the procedures resulting from those policies.

- Provides a leadership role in conjunction with the Board, in the development, implementation and review of long-range plans for the Board.
- Gets affirmation from the Board before hiring any direct report, and inform the Board of any other staff appointments, plus any promotions, demotions, terminations or other significant staffing issues.
- Informs the Board of any major unplanned events occurring at a school campus or school event, which required significant and unusual administrative involvement.
- Provides assistance as requested by the Board to find potential Board members.
- Provides team leadership, coaching, mentoring, challenge, review, while ensuring mutual accountability among the campus principal and other senior administrative staff, in order that they may be successful and effective in performing their own jobs.
- Is an effective team builder with administrative team of principal and other senior administrative staff, ensuring that meaningful dialogue, consultation and collaboration are part of the decision making process.
- Oversees in conjunction with the principal or other senior administrative staff, the hiring of all other staff.
- Develops and maintains a program of professional development and staff succession plan.
- Ensures that the principal, deans and staff have a sound biblical understanding of teaching, learning, and Christian school curriculum before they are hired.
- Oversees the development of compensation for all staff in conjunction with the administrative team that fits the budget and salary ranges approved by the Board.
- Oversees and ensures that regular evaluation and performance review programs are in place for all employees, and be involved in all decisions regarding those staff whose performance review indicates significant issues requiring attention.
- Serves as an advisor, if needed, to the principal or any dean in discipline cases involving the suspension or expulsion of students.
- Ensures that a systematic and continual process exists for the principal, deans and staff to develop, evaluate, and improve curriculum, so that the curriculum demonstrates a distinctively biblical perspective.
- Oversees the communication to the school community of educational program highlights, educational accomplishments, curriculum developments, and new initiatives.
- Ensures regular and relevant financial reporting by the CFO to both the Head of School and to chairman of the Board finance committee.
- Oversees the work of the CFO/COO, in the operation of the campus and business offices; information

technology; accounting/finance; building maintenance; and transportation services.

- Develops in conjunction with the principal and senior administration staff, along with other ad hoc advisors or groups that may be established from time to time, the operating and capital budgets for presentation to the Board.
- Develops in conjunction with the principal and CFO/COO, the plans and budgets for any major building or property renovations or expansions for presentation to the Board with the assistance as necessary of an ad hoc Construction Task Force.
- Adheres to approved budgets, and present in advance any anticipated overruns for approval to the Board.
- Provides leadership and insight into long term financial planning and stability.
- Oversees the admissions policy of the Board, ensuring fairness and Christian principles in its application.
- Monitors enrollment trends, and seeks to understand what is driving these trends.
- Oversees the “exit” interview process to ensure a thorough understanding of why families are choosing to leave the Maranatha system.
- Identifies and monitors in conjunction with principal and the Chief Development Officer, those families who are at risk of leaving the Maranatha system, and where possible work to mitigate those risks.



- Fosters good relations with internal school organizations, professional organizations, local churches, the public, and other educational agencies.
- Oversees and is involved in a comprehensive fundraising strategy that is intended to engage both the Maranatha “family” and the wider Christian Community in order to achieve financial resources for Maranatha.
- Promotes the school to the broader Christian community, as well as the Pasadena area in general that creates a “branding” (reputation) that will positively affect enrollment and fundraising.
- Is a physical presence on campus, including sporting or special events, to establish rapport and visibility with students, faculty, staff and parents.
- Oversees long-range planning, review annual calendar, and maintain a schedule of all school events.
- Provides leadership in obtaining and maintaining accreditation.
- Assists the principal in supervision of staff, improvement of instruction, curriculum alignment, selection of curriculum, and administration of corrective action for students and staff.
- Consults with parents for problem resolution and provides leadership in parent education.
- Oversees and participates in staff devotional times and school chapel programs.
- Oversees special projects, such as building programs, special services, work trips, senior trips, concerts and programs, and staff convention trips.
- Provides leadership in the profession by keeping abreast of current educational trends and practices.
- Accepts after consultation other job responsibilities as assigned by the Board from time to time.

QUALIFICATIONS

- Is an evangelical, Christ-follower and an active member in a church.
- Believes and has a sound understanding of conservative Christian theology (agrees with the Maranatha Statement of Faith).
- Is a committed, imaginative and creative individual with a passion for Christian education, and with a strongly rooted life of Christian faith and service, possessing an understanding of the integration of faith and learning in a high school context.
- Is a highly seasoned administrator with strong knowledge of governance, with financial and administration understanding and change management.
- Is recognized as a leader within the Christian community and able to articulate a clear and powerful vision for Christian education.
- Has an empowering, servant leadership management style, adept at building consensus, demonstrating excitement and energizing both staff and community.
- A mentor of leaders with his/her confidence tempered by an ability to admit and learn from mistakes.
- Has strong interpersonal and organizational skills.
- Has the knowledge and ability to respond effectively to the needs of a diverse and demanding student and parent population; hopefully has knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.
- Exhibits strong time management and problem solving skills.
- Is adept at resolving conflict, effective at counseling and can maintain confidentiality.
- Is accessible, transparent, authentic, able to unite his/her team.
- Is a proven strategic visionary/big picture thinker.
- Shows commitment to the entire school/all programs and able to achieve excellence in student spiritual life, academics, athletics and the arts.
- Has a proven record of fundraising/marketing.
- Possesses a master's degree, preferably in education, while having a Ph.D. or Ed.D. is an advantage.
- Has a minimum 10 years in a senior administrative/leadership position plus ideally at least five years of classroom teaching experience, preferably in a Christian school.
- Hopefully has an ACSI certification or will complete the requirements for ACSI certification within five years of commencing position at Maranatha.



EVALUATION

The Head of School will be evaluated formally at least annually by the Executive Committee of the Board of Trustees, and it could be more often.



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Our client is an equal opportunity employer and does not discriminate in its practices or procedures on the basis of race, age, color, national origin, veteran status, medical condition, or physical or mental disability. However, by the nature of this organization and its purposes, it does limit its hiring to people whose beliefs, theology and lifestyle are consistent with the school's Statement of Faith (see addendum).

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.

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