



## OAKS CHRISTIAN SCHOOL



Middle School  
Principal

**THE DINGMAN COMPANY, INC.**  
Consultants for Executive Search

## *Preparing Minds for Leadership, Hearts for Service*

### **OVERVIEW**

This is a “once in a lifetime” opportunity. Oaks Christian School is widely recognized for its academic excellence, artistic expression, athletic distinction and spiritual development. The incredible weather, location and dynamic environment adds a unique and special advantage to the prospect (much of the creativity in the U.S. and economic growth comes from Los Angeles). The opportunity to join the excellent leadership team at Oaks Christian is very attractive, and the compensation is sufficient to live well with the area’s cost of living.

Oaks Christian School ([www.oakschristian.org](http://www.oakschristian.org)) is an independent college preparatory Christian day school serving grades six through 12, with enrollment almost at its capacity of 1000 students in high school and 500 in grades 6-8. Located in Westlake Village, California, and blessed with some of the finest facilities in the country, OCS seeks to prepare minds for leadership with hearts for service. Rigorous college preparatory academics are integrated with athletics, the arts, and a Christian worldview to develop the whole student. To financially support such an amazing infrastructure tuition is about \$26,000 per year.

OCS is seeking an experienced administrator to be its Middle School Principal, a position reporting to the Headmaster.

Candidates will have demonstrated success as a seasoned administrator and as a teacher, preferably including independent or Christian middle schools with reputations for academic excellence. The person may have been a progressive Middle School Principal, or a Head of School or Administrator, and worked with parents with high expectations. First and foremost, this person will have a genuine relationship with Jesus Christ and a passion for students in their middle school years.

### **THE SCHOOL**

***Mission:** To dedicate ourselves to Christ in the pursuit of academic excellence, artistic expression, and athletic distinction while growing in knowledge and wisdom through God’s abundant grace.*

Oaks Christian believes in the Living Curriculum - teachers who are experts in their academic discipline and role models to their students. Teachers share a common belief in Jesus and are motivated to help each student find and develop their God-given talents. The OCS faculty and staff are comprised of committed Christians who model faith through everyday life and who teach academics within a biblical framework. Over 50% of the faculty has at least a master’s degree. This is a sharp, devoted and enthusiastic group that knows they are part of something special.

The academic campus features the latest technology in each classroom and library. State-of-the-art academic facilities include science labs, a media center/library, computer laboratories, and computers in every classroom, smart boards in many rooms, satellite TV, high speed internet access, and a broadcast video classroom. Some international students board with local families. The school has also launched an online school.

The Middle School is on an adjacent campus with a 72,000 square foot, custom-designed, two-story building that was opened just a few years ago.



Some facilities are shared between the high and middle schools, with the overall campus having a strong emphasis on both the arts and athletics. Outstanding facilities including the shared Bedrosian Pavilion, an auditorium with a full stage with fly. The athletic facilities at Oaks Christian rival those of many small colleges. A lighted football stadium seats 2,000 people and includes an all-weather nine-lane track. The athletic center features a college-length gym, a fitness center, coaches' offices, and a fully equipped training center. An internationally recognized Olympic swimming center features electronic touch pads and facilities for diving. Baseball and softball stadiums utilize artificial turf. The facilities, coaches and values at Oaks Christian attract some incredible athletes and attention. Visit the school's web site for a virtual tour.

As an independent Christian school, Oaks Christian is not affiliated with any particular church or denomination. All of the administrators, faculty and staff are committed Christians but there is "open enrollment" for students and many are committed Christians. While located adjacent to Calvary Community Church, the school and the church are completely separate, although there is a highly cooperative and synergistic relationship with some shared facilities and services. The school's Board of Directors currently has 14 members and is a self-perpetuating, policy-making board operating at the strategic level.

Jeff Woodcock was named founding Headmaster at Oaks Christian School in November 1998 after serving nine years as Headmaster of Santa Fe Christian School in Solana Beach, California. Previously he spent nine years as superintendent for Sun Valley's Village Christian Schools during the 1980s.

Oaks Christian has a \$36 million annual budget of which \$5+ million is derived through annual fund raising, much of which is used for financial aid for needy students.

## ACCREDITATION/CREDENTIALS

- Accredited by the Western Association of Schools and Colleges (WASC)
  - Accredited by the California Association of Independent Schools (CAIS)
  - Member of Association of Christian Schools International (ACSI)
  - Member of the National Association of College Admission Counseling
- Complies with the NACAC Statement of Principles of Good Practice

## THE POSITION

The Middle School Principal will be the on-site administrator of the school program and will report directly to the Headmaster, who is on the adjacent main campus. Peers would be the High School Principal, Dean of Academics and Enrollment, VP-Advancement, VP-Business Operations/CFO, Director of HR & Financial Aid, Director of Admissions, and the Head of Spiritual Life. Direct reports would include: Academic Dean, Grade level deans, Librarian, Athletic Director and 42 teachers.

The principal serves as the educational and spiritual leader of the school, following the approved curricula and policies of the school. The principal works collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other schools. Inherent in the position are the responsibilities for planning, academic and curricular oversight, extracurricular activities, faculty and staff development, student management, communications, , and other administrative duties. Given the afterhours activities that the principal should sometimes attend this is not a 40 hours per week position.

## **PRIMARY DUTIES**

### **A. General Planning**

- The principal serves on the “A Team” (Administrative Team) and participates in conceptualizing the broad goals of the whole school and plans accordingly to ensure that procedures and schedules are implemented to carry out the school program.
- Develops and updates the MS portion of the school handbook.
- Participates in the development of the master schedule for classes and teacher assignments.
- Develops the schedule for Art, P.E., Music, Library, Computer Labs, and other classes as available.
- Develops a duty schedule for breaks, Chapels, lunch, and other places as needed.
- Works with the Athletic Director to coordinate the athletic schedule.
- Develops and recommends to the Headmaster a budget for the middle school and approves all purchases in accordance with school policies and procedures.

### **B. Academic and Curricular Oversight**

- Works with teachers and department heads in academic disciplines to update and develop curriculum guides.
- Ensures that the curriculum is being followed.
- Establishes and promotes high standards and expectations for all students and staff for academic performance.
- Sets up planning meetings and department meetings for curriculum planning.
- Evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data.
- Supervises the instructional programs of the school, evaluating lesson plans, and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development. Ensures that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity, that each student's needs, interests, and skill levels are addressed, that the student is encouraged to define individual goals and accept responsibility for learning, and that a variety of methods for the student to demonstrate performance and accomplishments are provided.
- Establishes procedures for evaluation and selection of instructional materials and equipment under the direction of the Headmaster.

### **C. Development of the Faculty and Staff**

- Is a role model to the students, faculty, and staff with respect to personal conduct, spiritual leadership, and professionalism.

- Provides opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
- Supervises and appraises the performance of the school staff and makes recommendations for merit pay increases in accordance with approved pay ranges.
- Frequently visits classrooms.
- Orients and assists new staff members and provides opportunities for their input in the school program.
- Recommends to the Headmaster the renewal, dismissal, withholding of merit pay increases, promotion, or other actions for all personnel assigned to the school, following established procedures and timelines.
- Organizes and nurtures an effective leadership team of assistants and supervisors with clear expectations for role, responsibilities, and performance, holding each individual accountable for the area of assignment.
- Continues to grow professionally through collaboration with colleagues and professional growth experiences. Summarizes, interprets, and disseminates current developments in learning theory and research, instructional strategies, and classroom management through reading of professional journals, participation in professional development, and involvement in professional organization.



#### **D. Student Management**

- Provides and supervises in a fair and consistent manner, effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and student.
- Files all required reports regarding violence, vandalism, attendance, and discipline matters.

#### **E. Communication**

- Oversees inter-school communication and seeks assistance from office staff to improve performance.
- Maintains good relationships with students, staff, and parents.
- Complies with established lines of authority.
- Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. Encourages and works with an active PA that supports the efforts of the school.
- Cooperates with the community in the use of school facilities, and maintains communication with community leaders and organizations.
- Notifies immediately appropriate personnel and agencies, and follows established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Protects confidentiality of records and information gained as part of exercising professional duties, and uses discretion in sharing such information within legal confines.



## **F. Admissions**

- Participates in the Admissions Committee.
- Interviews prospective students and families as needed.
- Orients and assists new students and provides opportunities for their integration into the school program.

## **G. Other Administrative Duties**

- Works with the administrative assistants to coordinate mailings, newsletters, parent meetings, and all communication to parents for the school.
- Maintains inter-school system communication and seeks assistance from central office staff to improve performance. The principal maintains good relationships with students, staff, and parents.
- Organizes and supervises a comprehensive program of athletics and extracurricular activities to complement and support the Core Curriculum Content Standards, and the philosophy and mission of the school.
- Works closely with the Assistant Principal, Spiritual Life Director, Athletic Director, and Communications and Events Coordinator to ensure safe, proper, and well supervised programs. Works with the A Team for the health, safety, and welfare of students, personnel, and visitors. Communicates procedures and provides regular drills for emergencies and disasters, following state, local, and school guidelines. Disaster preparedness procedures shall include fire, lock downs, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances. Provides information to staff, students, and parents as necessary, and establishes and follows procedures for dealing with the media. Notifies the Headmaster immediately of any unusual circumstances.

# **QUALIFICATIONS**

While the following is a fairly exhaustive list, all the items are really quite important so should be present:

- Has a passion for education and the Christian faith. While it is not essential that candidates have worked in a Christian or independent school, such experience is advantageous.
- Has a deep understanding of and commitment to the tenets of Christian education.
- Has an authentic and growing relationship with Jesus Christ evidenced by a strong, clear personal testimony and a lifestyle that reflects spiritual maturity and intimacy with God. In addition, the Principal will be in agreement with the OCS Statement of Faith and Declaration of Ethical and Moral Integrity.
- Has five or more years of documented success as an administrator in an accredited, progressive, and dynamic public or private school with a reputation for excellence.
- Is passionate about educating middle school students in a Christ-centered environment. He or she must love being around middle schoolers; mentoring, supporting, and interacting with them.
- Has five or more years of teaching experience, and some of that experience should be at the middle school level.
- Is compassionate and empathic for middle school families.
- Relates well to “sophisticated” parents, without it changing who he or she is.
- Has been at a school with parents having high expectations and significant involvement.

- Is a spiritual example; seeks God’s guidance in daily decision-making.
- Is a visionary leader who is focused on educational improvement and has played a key role in growing a dynamic middle school program.
- Is both a team player and a participative leader who is capable of mentoring other leaders, building teams, and creating a supportive work environment.
- Is open, honest and has integrity.
- Has confidence tempered by an ability to admit and learn from mistakes.
- Is supportive of the faculty when appropriate.
- Is a good listener and supports the students and their parents while also standing up for the faculty and administration.
- Is an effective communicator with excellent oral and written communication skills and strong interpersonal skills.
- Has experience effectively hiring, mentoring, disciplining, and terminating.
- Is proactive in planning; meets deadlines; does not procrastinate.
- Is experienced and strong in preparing and managing budgets.
- Is a life-long learner, and encourages others to be likewise.
- Willingly confronts problems and has good conflict resolution skills.
- Understands curriculum development and sequencing with student development.
- Creates a stimulating climate for people to work individually and together to accomplish challenging goals.
- Is thoughtful, patience, appropriately inclusive.
- Has at least a master’s degree from a regionally accredited university or college.
- Has 5+ years left to give to the role.

## LOCATION

Oaks Christian School is located in Westlake Village, California, and students come from within a 50-mile radius.

The cities of Westlake Village and Thousand Oaks are situated near the southeastern edge of Ventura County, adjoining the western edge of Los Angeles County, in a valley called The Conejo Valley. The Conejo Valley has more than 200,000 residents within 10 miles, and is about 10 miles inland from the western side of Malibu and 38 miles west of downtown Los Angeles. The Valley is framed by the Simi Hills to the north and the Santa Monica Mountains to the south.

Thriving businesses such as Dole Food Company and Amgen have headquarters or major operations in the Conejo Valley. Thousand Oaks has earned recognition as one of the safest cities of its size in the nation and one of the top ten communities for statewide academic achievement.

Additional information about Westlake Village and Thousand Oaks is available at [www.towlvchamber.org](http://www.towlvchamber.org).

## OPPORTUNITY

Oaks Christian School offers an exceptional opportunity for a Christian education professional with a passion for middle school children to join a dynamic Christian school with a strong foundation in place and plenty of resources available.

## HISTORY

The history of Oaks Christian School (OCS) begins with the generosity of David Price and Dallas Price-Van Breda. Their vision was to create a Christian high school of the highest caliber in the West Los Angeles area. Their search for a suitable property began in March 1994 but yielded few options and no success.



In 1997, after much prayer and patience, an 18-acre piece of property became available in Westlake Village. Although at first this location seemed too far away from the original vision for a West L.A. school, the Prices felt led to consider the Conejo Valley as the place for their dream. Shortly thereafter, the property was purchased, board members were secured, and Jeff Woodcock was hired to be Oaks Christian

High School's founding headmaster.

After more than a year of preparatory work, an interest from the community began to sound: the need for a middle school. In May 2000, the development of the OCS Middle School began and a seed was planted in the form of 40 sixth grade students. In twelve short years that seed flourished to become a thriving student body of nearly 500 students, encompassing grades 6-8. The high school grew to almost 900 students in grades 9-12.

With the desire for new space to continue its growth and meet the needs of the community, OCS was presented with a providential opportunity to secure the only property contiguous to the current campus. This seven-acre site has been developed to create a new OCS Middle School campus replete with creative facilities and programming specifically geared toward middle school-aged students.

The grand opening of the new middle school campus in August 2009 marked another chapter in the school's history--the fruits of the Price's generosity and an extension of their original dream and vision. OCS continues to thrive in its efforts to meet the needs of students and families that dreamed of a school that integrated academics, arts, athletics and Christian values--all in a nurturing, family environment.

## PURPOSE

As an independent school, OCS provides an exemplary college preparatory education for 6th-12th grade students in a Christian environment. OCS seeks a diverse student body consisting of intellectually, physically and spiritually gifted young men and women who are interested in refining their God-given talents.

Oaks Christian School strives to develop in students a lifelong love of learning, an abiding faith in Christ, and personal integrity. They are a community based on trust, mutual respect, and compassion, and they hold all members of the community accountable for upholding these values.





# PHILOSOPHY

The educational experience at Oaks Christian School will seek to develop each student’s mind, body, and spirit to their fullest potential through challenging course work, competitive athletic teams, and spiritual training by the finest Christian teachers and coaches in the nation. Students who attend OCS are encouraged to lead a Christian life by the study and application of God’s Word.

# SCHOOL GOALS

For each of the students, the goal is to:

1. Foster an understanding of the sovereignty of God which provides a framework for the application of knowledge;
2. Provide a comprehensive and college preparatory education through diverse learning experiences within an engaging community;
3. Provide a challenging learning environment that fosters critical thinking, personal responsibility, and persistent effort;
4. Refine bodies and character through teamwork and in competition that honors God;
5. Develop an understanding and appreciation of the arts, and encourage good stewardship of their artistic abilities;
6. Encourage a passion to love God and others through living lives that reflect the virtues taught and modeled by Christ including justice, wisdom, courage, service, reconciliation, grace, and humility.

## **STATEMENT OF FAITH (TENETS AND CORE BELIEFS)**

WE BELIEVE the Bible to be the inspired and only infallible word of God.

WE BELIEVE that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.

WE BELIEVE that Mankind was created good, but lost the hope of life eternal, destroyed his communion with God, and fell under the bondage of sin and death by rebelling against God's perfect way of life.

WE BELIEVE that Jesus Christ is God's eternal Son, who redeemed mankind. As true God and true man, He was born of a virgin through the Holy Spirit, taught men how to live through His sinless life, took the consequences of our sin upon Himself in His passion and death upon the Cross, arose bodily from the dead on the third day after His death, was seen by His disciples, ascended to the right hand of the Father and will return in power and glory.

WE BELIEVE that all are sinners, that all are called to repentance and faith in Jesus Christ, that no one can come to the Father, except through Jesus Christ and that no one can come to faith in Christ, repent and attain holiness, but by the grace of God.

WE BELIEVE as a gift from God, sexual intimacy is to be experienced only between a man and a woman within a marital relationship. We believe, therefore, that any other form of sexual intimacy is not in keeping with God's plan for mankind.

WE BELIEVE that the Holy Spirit is freely given to those that believe in Jesus Christ, that the fruits and benefits of Christ's redemption are applied to us individually by the Holy Spirit, and that the Holy Spirit lives in us and enables us to live godly lives.

WE BELIEVE that at the end of the age there will be two resurrections: one to eternal life and glory, the other to eternal condemnation

## **DECLARATION OF ETHICAL AND MORAL INTEGRITY**

Oaks Christian School is a non-denominational Christian school and as such religion will be taught in a way that would be supported by students' local churches. Oaks Christian High School does not endeavor to teach theology such that conflict between church and school is created.

Oaks Christian School believes that the Bible gives specific guidelines regarding moral conduct and that verbal, physical, or sexual abuse, and sexual conduct outside of marriage, is inappropriate. The school will not knowingly hire individuals who engage in such conduct.

Oaks Christian School prohibits the harassment of one employee by another employee or supervisor on the basis of age, race, color, handicap, national origin, and/or sex.

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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 and Declaration of Ethical and Moral Integrity (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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*The Dingman Company, Inc. is a retained executive search firm devoted exclusively to serving our clients in matters of executive selection. We are a generalist firm that has served the business world nationwide since 1979. While most of our assignments are in the corporate sector, due to our Christian faith, we also serve many non-profit organizations in the Christian community.*

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For further information on this position, please contact:

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