



## Our Mission:

Contra Costa Christian Schools is a distinctively Christian learning community committed to academic excellence, preparing children of Christian families to live out their purpose as builders of God's Kingdom.

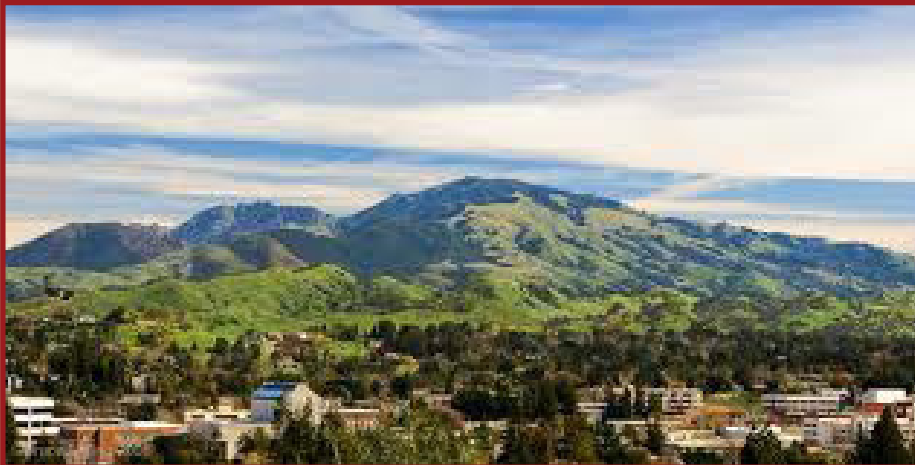
## Our Vision:

Growing Christian Leaders

## OPPORTUNITY PROFILE

for the position of

## HEAD OF SCHOOL



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Walnut Creek, CA 94597  
(925) 934-4964  
info@cccoss.org

[www.cccoss.org](http://www.cccoss.org)

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Grand Rapids, MI 49512  
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## Our Community:

In the shadow of Mt. Diablo, in the heart of Contra Costa County, our school is situated in Walnut Creek, an upscale community with an ideal climate just half an hour east of San Francisco. Separated from the Bay by the Berkeley Hills, Diablo Valley has a Mediterranean climate. Winter days can be cool and moist, but the rest of the year the valley is usually sunny and rarely invaded by the fog for which San Francisco is famous. Frost is rare, even in winter when the top of Mt. Diablo is white with snow.

Freeways and BART (Bay Area Rapid Transit) connect us quickly to Berkeley, Oakland, and San Francisco and all the advantages of a major cosmopolitan center. San Francisco and Oakland are known for world class orchestras, museums, sports teams, and restaurants. Travelers from around the world come to see the Golden Gate, to tour the wine country, to ride the Sausalito ferry, to sample the cuisine, to do business in Silicon Valley, and to ride the cable cars halfway to the stars. Walnut Creek is just two hours from the Sierras for hiking, camping, and fishing in summer and for fabulous skiing in winter. Muir Woods, Yosemite, Lake Tahoe, and Carmel and Monterey are an easy drive away.

Walnut Creek is located on the site of an 18,000-acre Mexican Land Grant given to Juana Sanchez de Pacheco, whose family built the first house in the valley. The grant was called Rancho Arroyo de los Nueces, named after the native species of walnut tree which was common in the valley. Today, Walnut Creek owns more open space per capita than any other community in California—1800 acres of undeveloped hillsides, ridgelines, and parks. We are always close to hiking trails and bike paths that follow canals or wind into the hills.

The city of Walnut Creek, with a population of 64,173 in 2010, is the business and entertainment center for neighboring cities. The handsome downtown center is a popular destination. Within the valley are several flourishing arts organizations, among them California Symphony, Center Repertory Company, Civic Arts Program, and Clay Arts Guild. Outstanding performers appear at Leshner Center for the Arts and the Concord Pavilion.

### Contra Costa at a Glance:

Enrollment in September 2011: 280

Faculty: 20 Full-time (not including administration) 5 Hold advanced degrees

Average class size: 13 Elementary school 17 Middle school 15 High school

Annual budget: \$2.5 million

Indebtedness:

Annual financial aid awarded: \$41,000

Annual giving (three year average):

Graduate statistics:	2009	2010	2011
Graduates	47	35	31
% attending college	89%	97%	97%

Selective colleges to which our graduates have been accepted in the past three years:

- Air Force Academy
- California Polytechnic University
- Duke
- Universities of California (at Davis, San Diego, Berkeley, and Los Angeles)
- U. S. Military Academy at West Point, Wake Forest

Christian colleges to which our graduates have been accepted:

- |                              |                            |
|------------------------------|----------------------------|
| Azusa Pacific University     | Gordon College             |
| Biola University             | Pepperdine University      |
| Calvin College               | Seattle Pacific University |
| Concordia University, Oregon | St. Mary's College         |
| Concordia University, Irvine | Westmont College           |
| Covenant College             | Wheaton College            |
| Dordt College                | Whitworth College          |



## Our School:

Founded in 1978, Contra Costa Christian Schools offers a comprehensive Christ-centered education, grades Pre-K to 12, for children and young people from Christian homes. We believe that children are most likely to flourish when the home, church, and school are partners.

The school is conveniently located in Walnut Creek, directly across from Larkey Park. Our students come from a long list of East Bay towns: Concord, Pleasant Hill, Martinez, Lafayette, Orinda, Moraga, Danville, San Ramon, and more. Our students represent more than 100 churches. At CCCS a diversity of ethnicity, denominational traditions and social class are welcomed and valued.

Since its founding as Contra Costa Christian High School, an important distinctive has been academic excellence, and the school continues to be known for its outstanding teachers. CCCS is accredited by the Western Association of Schools and Colleges (WASC). We are members of Christian Schools International (CSI) and Association of Christian Schools International (ACSI). CCCS is also known for its warm community environment, a place where all kids feel safe, loved, and free to be themselves. We regard each student as a unique work of art by the Lord of the Universe, who loves each individual infinitely. For that reason we try to do so, too. Since every square inch of reality is the Lord's, every subject has a spiritual dimension and every classroom is Holy to the Lord. CCCS is a place of love and grace, not legalism. At CCCS diversity is welcome and valued, including ethnic diversity, variety of denominational traditions, and social class.



## Position Profile:

Contra Costa Christian Schools is seeking an experienced administrator and visionary leader to serve as Head of School beginning in July 2012. The Head will lead CCCS into the future, continuing the school's tradition of spiritual nurture, outstanding academics and co-curricular activities, and helping the school rise to the next level of enrollment and excellence.

The Head of School is the chief executive officer, educational leader, and visionary leader of the school. He/she is responsible to the Board of Directors for the academic program and operation of the school. This includes the curriculum, faculty and staff, students, facilities, and finances. He/she administers the school internally and represents the school externally.

### Leadership

As visionary leader the Head of School continually focuses the planning and action of the faculty and staff on its purposes: developing the intellect and nurturing souls. He/she focuses the faculty and staff on passionate and exemplary teaching and on the spiritual formation of students. He/she sets high standards and instructs, inspires, and holds accountable the staff and students so that goals are achieved. The Head ensures that an attitude of love and respect continues to permeate the school.

### Governance

The Head of School reports to the Board of Directors. Consistent with its governance structure the Board provides the Head with standards and measures for accountability. The Head advises the Board in strategic planning and goal setting, executes long range plans, and manages toward agreed upon goals. The Head takes the lead in developing budgets and financial plans for revenue and expense, including projected employee compensation, tuition, financial aid, and non-tuition revenue.

### Operations

The Head of School is responsible for managing all operations. He/she manages principals and directors to achieve institutional goals keyed to strategic plans. Working with the Director of Business, he/she plans for near- and mid-range expenditures, and prioritizes and manages expenditures within budget constraints to maximum advantage. He/she ensures that facilities are clean, safe, and attractive and support teaching and learning.

## Professional Competence and Experience:

The new Head of School must have a deep understanding of Christian education. He/she must be able to articulate the mission and vision of the school vividly and persuasively in all media. In addition he/she will have:

- Experience as instructor and administrator.
- Strong inter-personal skills, able to work effectively with a board, faculty, and with the parent community.
- Competence as a manager, with a successful track record of planning, executing, and following through.
- Financial expertise and good business sense
- Marketing savvy; knows how to promote and market the school.
- At least a masters degree in education, business (MBA), or in a related academic subject.
- Demonstrated expertise in fund raising.

## Leadership and Personal Qualities:

The new Head of School will be spiritually mature and demonstrate strong Christian faith. In addition, he/she will be:

- A dynamic leader, able to create a culture of community.
- High energy with a strong work ethic.
- Innovative, willing to challenge the status quo.
- Relational; enjoys interacting with students and parents.
- Charismatic; people enjoy his/her company and rally around him/her.
- Passionate about excellence in academics, athletics, arts, and Christian environment.
- Confident; can confront problems early and head on; able to do what is best for the school as a whole.
- Visionary; able to see what does not exist and create a pathway to achieve it.
- A strong public spokesperson, an outstanding communicator in person, in print, and on screen.

## Position Profile continued:

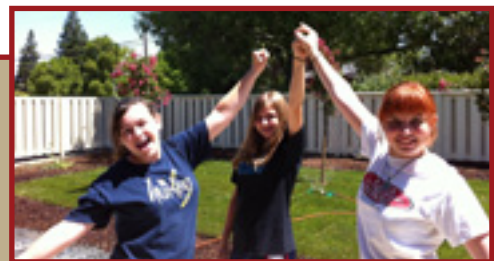
### Educational Program

As educational leader the Head of School administers the school internally, primarily through principals and directors. The Head collaborates with his/her team to design and implement best educational programs, given CCCS's mission. He/she continually focuses the planning and energy of the faculty and staff on the "core business": teaching and learning. To accomplish this the Head ensures that programs and activities are updated, timely, and that what is planned is what happens. The Head gives close oversight of recruitment, selection, and supervision of personnel, particularly the recruitment and hiring of the best possible Christian teachers, taking into account CCCS students and mission. He/she evaluates, promotes, and hires professional staff. He/she motivates, encourages, inspires, nurtures, and corrects employees to grow personally and develop to their benefit and that of CCCS.

### Advancement

The Head of School speaks for the school and takes the lead in communicating with the several constituencies: parents, faculty and staff, students, alumni, prospective parents, and community entities. The Head leads institutional efforts in development and promotion, including fundraising and student recruitment. He/she works closely with the Development Director to excite and energize donors to accomplish goals of annual fund and capital projects. The Head enlists and empowers supporters via parent groups, alumni association, and booster groups.

The Head of School's priority will be to position CCCS as the educational leader in the East Bay and establish the reputation of CCCS as the accessible and academically superior choice for Christian families.



## Application Requirements

CSI Consulting Service provides search assistance to CCCS. To inquire or apply, send a cover letter and resume to [bkoops@csionline.org](mailto:bkoops@csionline.org).

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