



**TRINITY  
CHRISTIAN  
ACADEMY**  
*Teaching the Art of Learning*

## OPPORTUNITY PROFILE

for the position of

# Headmaster/Head of School



### Our Mission:

Our mission is to provide our students with a challenging, biblically-based educational experience designed to help them know, love, and practice that which is true, good and excellent and to prepare them to live purposefully and intelligently in the service of God and man.



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## Approach:

The academics and curriculum at Trinity are first and foremost Christian, then classical. We recognize God the Father as the author of Creation and all that is in it, as revealed in His Word. Consequently, our curriculum, from math to science to fine arts, is taught with that perspective. This Christian worldview serves as the lens through which we teach, and binds together ideas and concepts as part of a larger whole defined by Biblical truth.



## Headmaster Goals:

### Teacher growth:

1. Educate teachers in classical model and how it applies to their classroom.
2. Teach how Reformed theology applies to the classroom.
3. Encourage teachers.

### Student growth:

1. Focus on the spiritual growth of the students.
2. Provide consistency in administration of school policy.

### School growth:

1. Increase re-enrollment.
2. Implement programs to attract new students.
3. Develop relationships with pastors and other headmasters/principals.
4. Encourage donations and investments in the school.
5. Develop plans for land acquisition/building.

## School Introduction:

Trinity Christian Academy is central Kentucky's oldest Classical Christian school. Located in Lexington, our preschool through 12th grade student body of 366 students benefits from a low student-to-teacher ratio and a curriculum that is academically excellent, well-balanced, and holds the Bible as the foundation of truth. Through our Classical curriculum, we've been teaching the art of learning for nearly 20 years, and have seen excellent results in our students.

### ***"Challenging students and creating a love for learning...."***

Trinity Christian Academy is a ministry of Tates Creek Presbyterian Church (TCPC).

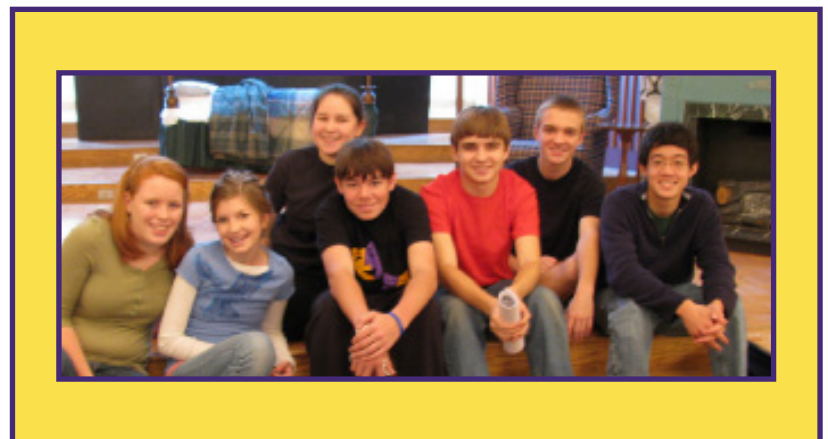
## About Lexington, KY:

**Lexington** is the second-largest city in Kentucky. It is located in the heart of Kentucky's Bluegrass Region. In 2009 the city's population was estimated at 296,545 anchoring a metropolitan region of 470,849 people.

Lexington ranks tenth among US cities in college education rate, with 39.5% of residents having at least a bachelor's degree. It is home to the University of Kentucky.

Lexington, Horse Capital of the World, is a vibrant city nestled in the heart of Kentucky's famed scenic Bluegrass Region. Just minutes from the center of town are acres of manicured pastureland, miles of white fences, magnificent barns and dozens of ways to see horses and the home to the Kentucky Horse Park, a Smithsonian affiliate.

Though surrounded by 450 horse farms, Lexington is surprisingly cosmopolitan. Historic downtown Lexington is a compact mixture of art galleries, parks, theaters, restaurants, business offices and charming neighborhoods.



## The Position:

The headmaster will lead the administration of the school, will develop and maintain good relationships with Tates Creek Presbyterian Church and other evangelical churches in the community. The headmaster will report to Trinity Christian Academy Board of Directors.

### Specific job responsibilities:

1. Will have direct authority under the Board to administer all areas of the school.
2. Will be responsible for a clear understanding and interpretation of the school mission, philosophy, and objectives.
3. Will strive to maintain a school that is honoring to Jesus Christ and is academically sound.
4. Will seek the Lord daily in prayer for wisdom and discernment in dealing with the school's problems and solutions.
5. Will attend meetings of the Board of Directors where regular reports recommendations will be provided.
6. Will be responsible for expediting directives from the Board of Directors concerning matters of finance, facilities, curriculum, and policy.

### Administration:

1. Will actively participate in the development and maintenance of a valid five-year plan for the development of Trinity Christian Academy and will provide information for long-range planning.
2. Will take the lead in finding and enrolling qualified students and will oversee the interviewing of students and parents applying to Trinity Christian Academy in cooperation with the Admissions Committee and the Principals.

### Personnel:

1. Will lead in recruitment of quality faculty and staff and will be responsible for interviewing of teacher applicants and making recommendations, in cooperation with the principals, to the Board of Directors regarding hiring.
2. Will promote the professional and spiritual growth of the faculty and staff through daily devotions, appropriate in-service training, and personal mentoring.
3. Will hold regular faculty meetings to keep teachers informed.
4. Will be responsible for exercising supervision over all teachers and will make personal evaluations of teachers and staff in accordance with specific guidelines.
5. Will serve as the center of inter-communication between the Board of Directors and the faculty and staff.

### Public Relations:

1. Will foster good relationships with the Tates Creek Presbyterian Church and with evangelical churches within the community.
2. Will be responsible to communicate the goals, mission, and philosophy of the school to the parents, general public, and the Christian community.

### Education required:

1. Bachelors degree from an accredited college or university.
2. Masters degree or advanced from an accredited college or university.
3. Evidence of successful administrative experience in a Christian school setting.

### Other skills/abilities:

1. Commitment to Reformed theology and worldview.
2. Commitment to Classical Education model.



## Headmaster Characteristics:

The Headmaster serves as the leader of the school, the Chief Executive Officer. It is recognized that an individual does not have expertise or skills in all areas. As such, the headmaster should develop a team to address all of the school needs.

### Primary Characteristics

1. **Spiritual leader:** The headmaster sets the spiritual tone for the school – staff, teachers, and students. The Headmaster will exhibit Reformed theology not only by teaching, but through their daily living.
2. **Oral communication:** The headmaster will be the “face” of Trinity. He/she must have excellent oral communication skills as s/he interacts with a wide variety of individuals: parents, teachers, staff, students, potential parents, pastors, donors, etc.
3. **Vision:** The headmaster must develop a vision for the school. This vision must be rooted in the core values of the school.
4. **Leadership:** The headmaster must inspire teachers, parents, and staff. S/he needs to empower individuals, determine priorities, and develop an organizational style whereby the responsibilities of each individual are understood.
5. **Respect:** The headmaster should have the respect of students, staff and parents. S/he should be the type of individual who attracts teachers and parents to the school.
6. **Teacher development:** The headmaster should have the ability and skills to develop teachers to incorporate the Christian worldview into their classroom and to advance their ability to teach in a classical model.



### Application Requirements:

Interested individuals should submit the following:

1. Current resume
2. List of references with contact information
3. A letter of recommendation from a pastor
4. Brief statement of philosophy of education

Send completed application (prefer electronic submission) to:

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