



Ada Christian School

PRINCIPAL OPPORTUNITY

THE OPPORTUNITY

Ada Christian School is seeking candidates for the position of principal beginning in the 2021-2022 school year. The principal is the top administrative position at Ada Christian School and is responsible for all aspects of instruction, personnel, operations and public relations.



APPLICATION REQUIREMENTS

To apply for this opportunity, candidates should submit the following:

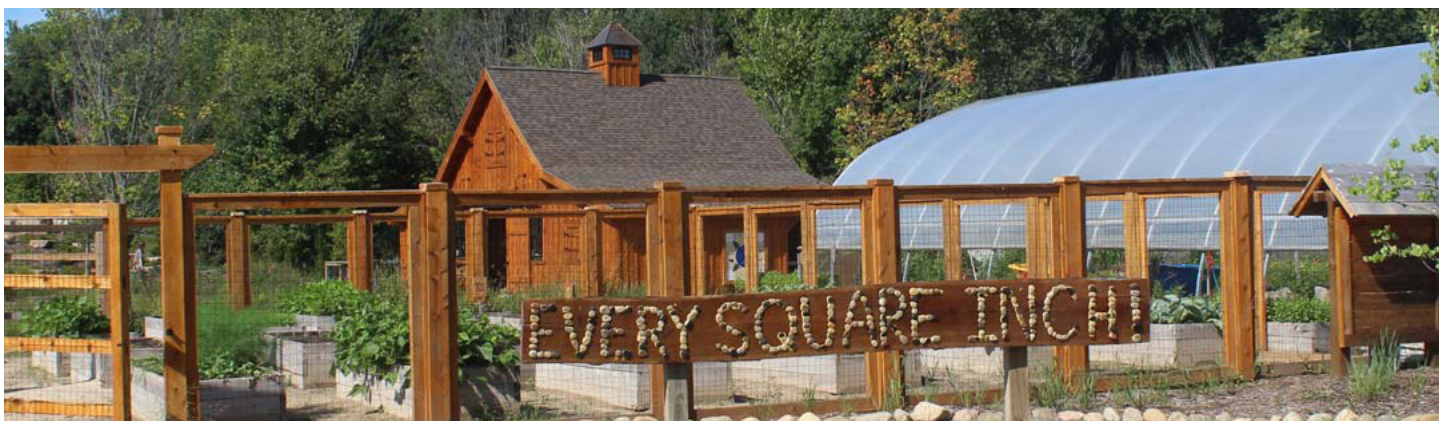
1. A current resume with cover letter of interest
2. Copies of Undergraduate & Graduate Transcripts
3. Statement of faith
4. Statement of philosophy of Christian education
5. Written answer to the following question:
What are the essential characteristics of a high-performing Christian school?

SUBMIT APPLICATION MATERIALS AND QUESTIONS TO:

Allison Ferwerda
and Glenn Triezenberg,
Search Committee Co-chairs
search@adachristian.org

Ada Christian School
6206 Ada Drive SE
Ada, MI 49301

www.adachristian.org



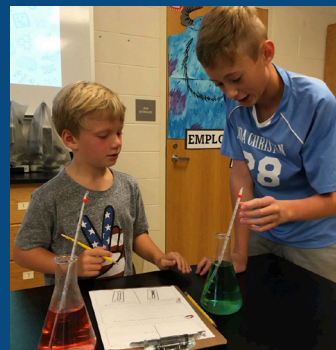
ABOUT ADA CHRISTIAN SCHOOL

Ada Christian School (ACS), is located in Ada, Michigan, ten miles east of Grand Rapids, in a growing and economically vibrant area. Situated on an expansive 37 acres, our beautiful campus houses over 450 K-8 students and 125 preschool students. Started by committed parents in 1942 as a covenantal school in the Reformed tradition, Ada Christian School has maintained a reputation for offering students an excellent, distinctively-Christian education, which challenges them both academically and spiritually. The faculty and staff dedicate themselves to academic rigor, and the partnership among the school, our students, and our parents forms the foundation of our success. Our students are given the daily opportunity to integrate faith, technology, fine arts, athletics and outdoor education as we seek to develop the whole child - mind, body and soul in Christian community.

We invite you to explore our vibrant Ada Christian community, examine our rich 70-year heritage of Christian education, and prayerfully consider how you might lead Ada Christian School into this next chapter of equipping students for service in God's world.

PRESCHOOL - 8TH GRADE:

Students at ACS see familiar faces at every turn. Having one facility with many grades provides students with a warm family environment, offering great opportunities for older and younger students to work and serve together. Whether it is 8th graders assisting Preschoolers with technology, 6th graders inviting Kindergarteners to learn how to be scientists in the science lab, 5th graders pulling 2nd graders in sleds for the annual ACS Iditarod, our students are growing, learning, and having fun together!



POSITION DETAILS

The principal is hired by the School Board to serve as the Chief Executive Officer of Ada Christian School. The principal is responsible for the overall management of the school, implementation and administration of all educational programs, and oversees all Ada Christian School faculty and staff members. In keeping with the school's mission, the principal fosters the relationships and practices that support the vision and school climate. The principal has overall responsibility for School Board relations, student instruction and faculty/staff development, community relations, and institutional advancement. The Administrative Job Descriptions are reviewed by the Board Executive Committee once every three years during the formal evaluation process.

Position Title: Principal

Accountability: The Principal reports to the Ada Christian School Board.

Required Education:

The position requires a Master's degree (M.A.) from a four-year college or university, five to ten years of related experience or equivalent combination of education and experience. Commitment to the mission of Christian education and an in-depth understanding of and commitment to the Reformed tradition of Christianity. S/he must subscribe and adhere to the school's Statement of Beliefs.

Vision and school climate

- Articulate and implement the mission of Ada Christian School in communication with others, the establishment of positive school climate, and the implementation of effective programs.
- Promote and maintain a positive school atmosphere that is conducive to learning, including the efficient, safe, and economical use of the school's resources.
- Exemplify Christian leadership for faculty, staff and community.
- Maintain a safe atmosphere in the school, with proper supervision of students.
- Update the Crisis Response Plan and oversee communication and training of the faculty and staff for its implementation.
- Ensure that the public image of the school is one of prompt service, loving concern for children, cooperation and courteous treatment of all constituents and friends of ACS.

School Board Relations

- Serve as the Chief Executive Officer of the school, reporting directly to the School Board.
- Serve as an advisor to the School Board on vision and policy issues, and implement duties as assigned by the Board.
- Attend all board meetings and attend standing committee meetings as needed.
- Establish annual goals with input from the Executive Committee.
- Prepare monthly reports for the Board and other committees, as requested.
- Work closely with the President of the Board.

Instruction and faculty and staff development

- Encourage and plan for the professional growth of faculty and staff members, with respect to the distinctiveness of the Christian school, improved instruction, student needs, collegial efforts, and community relationships.
- Supervise the instructional process as it is implemented in each classroom, making sure the needs of individual students are being met and proper student records are maintained.
- With the faculty, develop and implement the stated curriculum for all grades, maintaining an updated curriculum guide.
- Appraise and evaluate the work of employees as stated in the evaluation schedule, keeping accurate records of this process.
- Promote a positive spirit with the staff, building a sense of community and fostering good morale.
- Oversee school student issues of academic, social, spiritual, and disciplinary natures.
- Meet with parents on discipline matters related to school students.
- Work with the Director of the Preschool in the oversight of its staff, programs and state requirements.
- Work with the Director of Covenant Care in the oversight of its staff, programs and state requirements.
- Work with the Student Support Services personnel and provide programming oversight.
- Determine the personnel needs of the school, make recommendations to the proper committees, recruit outstanding candidates, and recommend the employment of these candidates to the Board.

Community relations

- Interview each new family applying to ACS, with clear communication of the Reformed principles of Christian education, as well as the program, policies and processes of the school.
- Communicate with parents, constituents, faculty, and staff on a regular basis, keeping them informed of schedules, policies, procedures, and the benefits of Christian education at ACS.
- Promptly investigate and evaluate complaints and problems that come to the attention of the Principal. Maintain confidentiality and follow the principles of Matthew 18.
- Be an effective witness for Christ and Christian education to the broader community.

Office responsibilities

- Oversee the administrative staff and evaluate the effectiveness of their work.
- Plan with the Business Office to evaluate the future budgetary needs of ACS, and operate the school within the adopted budget inasmuch as it is within the Principal's power to do so, and plan with the Board for the future budgetary needs of ACS.
- Monitor the operating budget of the school in such a way that there is prompt receipting of income and payment of bills, proper reporting to committees, and good communication with the Board regarding financial problems or concerns.
- Oversee the preparation and process of documents for application, enrollment and financial aid.
- Prepare a calendar for each school year.
- Oversee the prompt completion of school documents and reports to various agencies.
- Oversee the maintenance of school records according to school law.

Institutional Advancement

- Working with the Director of Advancement, provide leadership and support to all admissions, marketing and public relations, and development efforts.
- Working with the Director of Advancement and the Board, establish and implement goals and strategies to advance the school's mission.



HISTORY, DEMOGRAPHIC & COMMUNITY:

STUDENTS K-8:
465

FOUNDED:
1942

FAMILIES:
264

SUPPORT STAFF:
35

TEACHERS PREK-8:
22

**Average
Class Size:**

19

**Number of Churches
Represented at ACS:**

67

ELEMENTARY HIGHLIGHTS

- ▶ Before/After School Care
- ▶ Hot Lunch
- ▶ Classroom Buddies
- ▶ Weekly Chapels
- ▶ Field Trips
- ▶ Weekly Specials (Art, Music, P.E., Outdoor Ed, Spanish, Technology, Library)

37

Acre Campus

PRESCHOOL

- ▶ 3's, 4's and Young 5's offered
- ▶ Flexible Preschool Days and Times

OUTDOOR EDUCATION

1

Barn, Hoop House, Greenhouse, Mountain, Native American Long House, Sugar Shack, Log Cabin, Solar Panel and Wind Turbine

5

Ecosystems studied on ACS's Campus (Wetlands, Forest, Field, Prairie & Pond)

13

Kid Goats born on campus

30

Different plants produced

55

Chickens

150

Bottles of Maple Syrup made

1,000+

Dozen eggs sold each year

ATHLETICS

PurePlay Sports

Young 5's-4th grade students

- ▶ **Sports:** Soccer, Basketball, Tennis, Track and Field
- ▶ **Clubs and Clinics:** Running, Unicycle, Volleyball and Softball

Middle School Athletics

5th-8th grade students

- ▶ **Sports:** Volleyball, Cross Country, Basketball, Track & Field, Softball, Baseball
- ▶ 2 Gymnasiums

TECHNOLOGY

- ▶ 4 - 3D Printers
- ▶ Lego Robotics Team
- ▶ Weekly Tech Time
- ▶ K-8 Coding
- ▶ Tech Learning Lab
- ▶ K-4 iPads
- ▶ 5-8 Personal Device

Device
Ratio:

1
1.2

FINE ARTS

- ▶ Fine Arts Night
- ▶ Dessert Theatre
- ▶ 3rd Grade Ukulele
- ▶ Band, Orchestra & Choir
- ▶ K-4 and 5-8 Concerts
- ▶ Performance Stage
- ▶ Art Competitions
- ▶ Art & Music Camps

100%

Fine Arts
Participation

CHRISTIAN COMMUNITY

- ▶ All School Chapels
- ▶ Weekly Chapels
- ▶ Moms In Prayer
- ▶ ACS MENistry
- ▶ Daily Devotions
- ▶ Service to over 40 organizations
- ▶ Student Relations Initiative

18%

of budget supplemented by the Ada Christian School Education Foundation

100%

commitment to partner with parents in educating the whole child

Unlimited

ways we integrate Faith, Technology and Outdoor Education

Ada Christian School • 6206 Ada Drive • Ada, MI 49301

MIDDLE SCHOOL HIGHLIGHTS

- ▶ Class Trips
- ▶ Service Projects
- ▶ Survival Camp
- ▶ Exploratory Week
- ▶ 56er mixer
- ▶ 78er spiritual retreat
- ▶ Small groups
- ▶ Chapels
- ▶ Worship Team
- ▶ 8th Grade Musical

ABOUT GRAND RAPIDS, MICHIGAN



Grand Rapids never fails to surprise visitors with the huge variety of things to see and do: World-renowned art, museums and historic sites for cultural vacationers. World-class golf, recreation and beaches for nature lovers. Incredible farm-to-table restaurants for foodies and wholesome fun for families.

A historic furniture-manufacturing center, Grand Rapids is home to five of the world's leading office furniture companies, and is nicknamed "Furniture City". The city and surrounding communities are economically diverse, based in the health care, information technology, automotive, aviation, and consumer goods manufacturing industries, among others.

Grand Rapids is the second-largest city in Michigan and the largest city in West Michigan. It is located about 30 miles east of Lake Michigan on the Grand River.

For more information, visit www.experiencegr.com.

ABOUT ADA, MICHIGAN

Nestled near the convergence of the Grand and Thornapple Rivers, Ada combines natural scenic beauty with a picturesque downtown. There are several hundred acres of public land and miles of waterway to explore, plus quaint shops, art galleries, unique restaurants and more – all just 10 minutes east of downtown Grand Rapids.



HISTORY OF ADA CHRISTIAN SCHOOL

Ada Christian School was founded in 1942, when a group of people dedicated to Christian Education met in a church basement and formed the Ada Christian Society.

1950's-1970's

A bus was purchased and students were transported to Baldwin Christian School in Grand Rapids. By 1949, 60 children rode the bus to school each day. In 1950, the Ada Christian Society recognized the need for a 2 room school building. At the dedication service on Aug 31, 1951, Dr. John Van Bruggen challenged parents and teachers with their greatest task at Ada Christian School: to maintain a school in which all of the teaching is in accordance with God's Word, and in which God is given all the glory due His name.

1980's-1990's

The building was renovated 13 times and the number of students grew from 62 to 300 over the next fifty years. The school also added a preschool program and began to serve over 100 children at Ada Christian Preschool.

As space was needed in the coming years, portable classrooms were added. In 1986 a fund raising effort yielded the money needed to add eight new classrooms along with a media center, computer lab, art and music rooms, new athletic fields and a new playground.

2000's

It was not long and that beautiful new space was overflowing and portable classrooms began to appear again! In the year 2000, the school began a momentous venture toward the construction of a new school. After purchasing 37 acres at the corner of Ada Drive and Fox Hollow and spending two years in preparation, the School Society began the supervision of the construction of the new school. The building process was completed in the summer of 2002, and that September students began school in their new facility at 6206 Ada Drive.

Today:

The words of our graduates, teachers and parents tell the true story of God's faithfulness to us and our faithful response as his loving children! We have dedicated faculty and staff that share the time honored desire and commitment to teach students the wonders of God's creation, to acknowledge his dominion over all things, share his love and to nurture a desire to give back with thankful and joyful hearts. Ada Christian School serves more students than in our early years, and the methods of education have changed much over time. However, the goal has remained close to that expressed at the original dedication service in 1951: to maintain a school in which all of the teaching is in accordance with God's Word, and in which God is given all the glory due His name.



Ada Christian School

Faith. Strong.

OUR VISION

We develop the whole child -
mind, body and soul in Christian community -
inspiring students to become all they were created
to be as Christian agents of change
in their families, communities, and the world.

MIND

We aspire to deliver a leading academic education tailored to students' unique needs and learning styles - differentiated instruction that leads to individual, Christ-centered growth. This is a school-wide effort, coordinated across subjects and grade levels.

BODY

We aspire to provide the resources and support needed to ensure each child is equipped to make healthy choices for his/her physical and emotional well-being.

SOUL

We aspire to ensure all curriculum, professional development, activities, and events are intentionally designed and implemented to nurture each student's personal relationship with Christ and provide opportunities for individuals to express and share that faith.

COMMUNITY

We aspire to lead students to develop a comprehensive understanding of the communities they are a part of and engage them as agents of change for the Lord.

To equip students for service in God's world
by integrating academic excellence
with a distinctively Christian perspective.

OUR MISSION

ADA CHRISTIAN SCHOOL STATEMENTS OF BELIEF

- We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
- We believe there is one eternal God. He exists in three persons- Father, Son, and Holy Spirit.
- We believe that God created the world out of nothing and mankind in His image and upholds all of creation by His power. God created man and woman in his image and established marriage as a lifelong union between one male and one female. Biblical marriage is the only acceptable context for sexual intimacy.
- We believe in the deity of Christ, the only begotten Son of the Father; His humanity; His virgin birth; His sinless life; His miracles; His substitutionary and atoning death; His bodily resurrection; His bodily ascension to the right hand of the Father; and His personal return in power and glory.
- We believe that because of the fall of mankind into sin, we must be reborn by the Holy Spirit unto salvation; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved.
- We believe in the resurrection of both the saved and the lost; they that are saved will be raised to eternal life, and they that are lost to eternal death.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit in every believer, by whose indwelling and leading into Biblical truth the Christian learns to live a godly life.
- We believe that Christ is now ruling and calls all people to recognize Him as Savior and Lord.
- We believe that God established a covenant with parents and their children and that according to that covenant parents must provide for the Christian education of their children.

EXPRESSING THE MISSION

- Believing we are made in God's image and worthy of respect, we nurture our children in the love of God by emphasizing the stories and principles of Scripture and by working to promote a community of love, acceptance, and care among students, staff, and parents.
- Believing God reveals himself not only through His Word but also through His creation, we encourage exploration by providing a curriculum that enthusiastically promotes studies of nature and its laws, as well as stewardship and an understanding of people and cultures. With an appreciation for the beauty of this world, we seek to stimulate joyful creative expression through the arts, music, and physical activities.
- Believing that God has a purpose for Creation and in our lives, we include in our curriculum a Christ- Centered perspective on the understanding of personal value and purpose. Students are encouraged to personally accept Christ's call of Salvation available through the Gospel of Jesus Christ offered in love.
- Believing that each child can and should eventually take responsibility for further learning, we seek to prepare our children with understanding and skills necessary for their continuing education. Pursuing excellence with a full offering of curricula and experiences, we also seek to develop an enthusiasm for learning that will extend into all aspects of their lives.
- Believing that God's grace and His kingdom extend to each child and to all of humanity, we help all students recognize that they are 'wonderfully made', and they are given gifts to serve God and others. By example and practice we encourage our children to share the love of God as it is expressed in kindness, compassion, forgiveness, and service to others.

FAITH INTEGRATION:

Each subject is approached from a biblical perspective and each grade level has a faith nurture component in which students are encouraged to uniquely express how God is working in their lives. There are also multiple, age-specific Communities of Worship:

Gathering Time

Elementary students meet weekly to center on our annual school theme through gathering songs, call to worship, Scripture and age appropriate messages, followed by more singing and prayer.

Chapel

Middle School students meet every other week to join in worship together through an age appropriate message, singing, prayer and time of encouragement.

Small Groups

Groups of 5th/6th and 7th/8th grade students meet in groups of 8-10 students with an adult mentor. The purpose of small groups is to promote community and connections between students, students & adults, and students and their faith.

FINE ARTS:

ACS is committed to providing quality programming in the visual and performing arts, beginning with students in our Young 5's program.

Art Classes

Exploring a wide range of mediums and techniques, students create meaningful expressions of their thoughts, feelings, questions and faith.

Music Classes

Music instruction leads students to reading sheet music by the end of their third grade year, laying a great foundation as they grow in their understanding and appreciation of a variety of music.

Band & Orchestra Classes

In fifth grade students begin enjoying the challenges, joys and benefits of learning how to play an instrument as teachers model, instruct, and encourage students. Private lessons are also available.

Performances

Whether it is through elementary productions, concerts or 8th grade musicals, our students use their gifts and talents to honor Christ in a variety of performances each year.



OUTDOOR EDUCATION:

Immersing our students in every square inch of God's creation, ACS is blessed with a beautiful campus that offers miles of hiking trails, wetland areas, and an outdoor educational classroom.

Our outdoor education program has brought many amazing discoveries and excitement to our 37-acre campus, including planting and harvesting, syrup production, chickens and goats and a weekly produce store. Outdoor education is integrated in all subjects preschool-8th grade.

TECHNOLOGY INTEGRATION:

Technology Integration Coaches work side-by-side with teachers and students to aid instruction and enhance student learning with technology. iPads in kindergarten workstations, a modern computer lab, elementary device carts and one-to-one devices for 4th-8th grade students offer opportunities to learn how to use technology in age appropriate ways.



ATHLETICS:

Our campus hosts an impressive athletic complex - including a track, soccer field, baseball and softball diamonds, as well as two gymnasiums. Students in grades pre-k through 4th grade can participate in our PUREPLAY program, a unique program that provides a safe, Christian environment in which students can develop athletic skills and physical fitness.

Students in grades 5-8 participate in the Grand Rapids Area Catholic Elementary Athletic Council (GRACEAC) league in sports including soccer, volleyball, basketball, swimming, softball, baseball, track and field.



WE ARE

Christ-Centered: Focusing our attention and direction on Christ

Scholars: Actively acquiring and applying knowledge

Servants: Sharing our talents and treasures to serve others

Innovative: Learning and trying new things constantly

Creative: Inspiring imaginations and expressions through fine arts

Collaborative: Partnering with one another to meet student needs

Respectful: Regarding others as image-bearers of Christ

Stewards: Attaining and dispersing resources wisely

Family: Fostering caring relationships within our school and broader community

ADA CHRISTIAN SCHOOL





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