

## **About HCA:**

Heritage Christian Academy (HCA) is a Christian, evangelical college preparatory school serving students in PreK-12th grade in the Kansas City metro area. HCA's two campuses are located four miles apart in the southwestern suburbs of Overland Park (PreK-5th) and Olathe (6th-12th). Established in 2010, HCA is a ministry of Redeemer Presbyterian Church (PCA).

*HCA's mission is to glorify God by serving Christian parents and their children while providing a high-quality, Christ-centered educational program marked by academic excellence and the development of a biblical worldview and strong Christian character.*

Since 2010, HCA's enrollment has grown from 460 to 687 students. In addition to a full complement of honors and dual credit courses, HCA offers many opportunities for learning expansion and character development through fine arts, drama, art/design, athletics, co-curricular clubs and activities, robotics, and engineering design. Beyond the classroom, students participate in local and international service and missions projects. In 2018, HCA opened a new addition to their west campus, moved 6th grade, and launched new programming and facility upgrades including a new Black Box facility, STEM and science labs, and Makerspace.

## **Position: Middle School/High School Principal**

We are currently seeking a Middle School / High School Principal who will provide impactful instructional and organizational leadership within our Christian school community. In this role, you will guide faculty, staff, and students in alignment with our faith-based values, fostering collaboration and unity among all members. Your dedication to upholding Christian principles will be instrumental in promoting a cohesive environment among educators, students, parents, and the broader community. Additionally, you will maintain vigilant oversight to ensure adherence to ACSI accreditation requirements while prioritizing the holistic needs of our students within the framework of our values. This position will also work efficiently with the Board of Directors to coordinate and direct all aspects of the programs on their campus.

## **Qualifications**

The candidate shall possess characteristics that reflect the following:

- A strong, clear Christian testimony with a mature and godly spirit
- A daily example of the highest Christian virtue both in and out of school
- A member of Redeemer Presbyterian Church or a member of good standing of a local church whose beliefs are aligned with HCA's Statement of Faith

The ideal candidate shall possess:

- A Degree in School Administration and Leadership or at least five years of teaching experience
- A bachelor's degree

## **Responsibilities**

### **Admissions**

- Work closely with the Operations Director and Admissions Coordinator to help coordinate High School admissions
- Assist the School Pastor and Dean of Academics in the interviewing of prospective families
- Conduct campus tours when needed

### **Leadership of Staff and Faculty**

- Attend regular Teacher meetings and support personnel meetings
- Lead staff and teacher evaluations together with respective Deans and Department Chairs.
- Act as the liaison between faculty and all administrative offices
- Lead the implementation of the academic programs
- Attend necessary workshops and conferences to remain current on educational and spiritual issues
- Serve as liaison between 5<sup>th</sup> grade and Middle School with regards to preparing students for the transition

### **HR**

- Point of contact for all HR-related personnel activities
- Collaborate on the updates to the Family and Faculty handbooks
- Work closely with the Board of Directors to implement classroom programs

### **Finance**

- Participate in the preparation of the annual budget under the direction of the Director of Operations and the Board Finance Committee
- Accountable for the MS and HS annual budget
- Review and approve departmental expenditures

### **Other**

- Oversee Athletics and Fine Arts
- Escalation point for disciplinary issues
- Work together with the Director of Development on community events and fundraising
- Facilitate any necessary disciplinary actions for student

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