HARVEST CHRISTIAN ACADEMY

KELLER | LANTANA

SUPERINTENDENT
OPPORTUNITY PROFILE



The Best is Yet to Come.

EQUIPPING STUDENTS TO FOLLOW CHRIST AND LEAD OTHERS.

CHARACTER | COMPETENCE | CALLING

GREETINGS FROM HCA



Dear Prospective Superintendent Candidate,
This is an exciting time for private Christian schools, and this is an exciting time for Harvest Christian Academy. We are glad that you are considering the opportunity to join us as our Superintendent. If you are not already familiar with HCA, please take some time to get to know us by reading through this Opportunity Profile and by exploring our website. Please reach out to us if you have any questions about who we are and what we believe. For those of you who are already connected to the HCA community, we are grateful for this opportunity to grow our relationship with you. Regardless of your connection to HCA, an excellent starting point for any candidate would be to review our Vision and Mission statements, as well as the discussion on the next page of our core values. We also recommend Kingdom Education (2nd Ed.) by Glen Schultz for a deeper dive into our Christ- centered world view of education.

HCA is currently comprised of two campuses, in Keller and Bartonville, Texas. The campuses are approximately 30 minutes apart, each in a different suburb of the greater Dallas/Fort Worth metroplex. Each campus has its own unique personality, while being unified under a common governance, and adherence to strong biblical principles as well as accreditation through the Association of Christian Schools International. Since HCA was founded 33 years ago, we have remained faithful to God's provision, striving to achieve excellence in Christian education while ministering to the spiritual needs of each student in partnership with their Christian family and Church homes. Our remarkable team of administrators, faculty, staff, and school board prays for our school and for our students regularly, and our search committee is currently praying for you, as our potential leader. We humbly acknowledge that our past success as a school is only by the grace of God, and that our future will continue to bring glory to His Kingdom, so long as we hold steadfast to His desires for us.

Thank you for prayerfully considering your response to our application.
In Christ,
Mrs. Karen Coakley
Superintendent Search Committee Chair
On behalf of the HCA Board of Directors
searchcomm@hcasaints.org

HCA VISION

Developing the nextgenerationofChrist-followers to passionately serve Christ and lead others.

HCA MISSION

To provide a Christ-centered,educationalenvironment that equips students to develop character, demonstrate competence, and discover their calling.

CORE VALUES

HCA's core values are based on seven biblical character traits. These core values not only serve asour employee code of conduct, they also form the foundation of our student shield system. Each core value character trait serves as one of our seven shields. The seven shields are important for the mentoring, discipling, and even correcting of student behavior so they can become wholehearted followers of Christ.

Harvest's Shield Groups are:

Courage - Loyalty - Integrity - Grit - Honor - Truth - Wisdom



CANDIDATE PROFILE

For the role of Superintendent, the HCA Board of Directors has prioritized competency in four major categories. Our Superintendent will be a strong Executive, Educator, Elder, and Entrepreneur.

We are seeking a candidate with exceptional organizational and communication skills, who is a natural team leader and motivator, able to create and implement successful systems and processes. Our Superintendent will effectively act on information, exhibiting decisiveness as well as care and thoughtful reflection.

Experience in Christian education is preferred, and our Superintendent must be teachable as well as able to clearly articulate complex topics to others.

The word “Elder” is a term of art and refers not necessarily to age, but rather to the concept of biblical and spiritual maturity. Our Superintendent will lead HCA prayerfully, guiding our vision and modeling Christian integrity for our families, faculty, staff, and students.

Our Superintendent will be a visionary with an Entrepreneurial spirit. In the context of HCA, this means that our focus is on Kingdom building and Christian service, being open to God’s call to excellence, stewardship, and prayerful expansion.

SCHOOL COMMUNITY



An Emphasis on Unity

HCA intentionally engages with our families. This includes parents, grandparents, and extended family friends. Through volunteer opportunities, feedback, donations, and service, families can provide positive and lasting impacts on Kingdom Education.





ACADEMICS

We Love to Learn!

Students have the opportunity to achieve academic success that involves a partnership between the teachers, parents, and students. Each student receives a strong foundation to learn, grow, and succeed in their academic journey.



HCA focuses on academic strengths and needs. From Kindergarten and Elementary to Middle School and High School, each student is encouraged and challenged with a quality curriculum, hands-on learning, fun projects, and a college prep academic environment.

Our emphasis on Christian education is promoted through chapel, discipleship themes, and learning through a Biblical worldview. Here, you will experience a private school dedicated to your child's development.





LEARNING ENVIRONMENT

One School Two Campuses

Harvest Christian Academy spans across two counties with a total student population of 569 students ages prekindergarten to 12th grade.

KELLER CAMPUS

The Keller Campus is housed within the First Baptist Church of Keller. The main building provides classrooms for K-12th grades, a large auditorium, chapel, gymnasium, and a cafeteria. The outdoor learning space, Fellowship Park, provides practice fields, locker rooms, weight room, pavilion, volleyball court and a playground.



LANTANA CAMPUS

The Lantana Campus is located in Bartonville, and is housed in the Lantana Community Church. The main building provides pre-k through 12th grade classrooms, gymnasium, locker room, and office space. Two portable buildings house four additional classrooms. Practice fields and a playground are located on the campus.



CO-CURRICULARS

ATHLETICS

HCA Athletics promotes a tradition of excellence in competition, sportsmanship, and teamwork.

Our Middle School sports program allows students to learn new skills and find new interests with their peers. High School athletics creates opportunities to highlight skills and find success. Through partnerships with TAPPS and TCAF, we currently offer 9 sports with the potential to add new ones. In addition, elementary students can participate in sports through our Harvest Youth Sports Club.

FINE ARTS

The Fine Arts Program is comprised of Music, Art, Theater, and Worship Arts. Elementary classes produce a Christmas musical while High School and Middle School students can choose to perform in a Broadway-style spring musical.

Experience the incredible power of student-led worship during chapel. Worship Arts students develop leadership skills as they help the student body worship God each week with popular songs and a variety of instruments.





SUPERINTENDENT ROLE

Job Title: Superintendent Reports To: Harvest School Board
Evaluation: Annual evaluation and goal setting conducted by the School Board

SUMMARY

Provides overall leadership of the Kingdom Education program for Harvest Christian Academy to fulfill the mission in pursuit of the vision of the school, keeping a focus on helping students fulfill their potential for spiritual, intellectual, emotional, physical, and social growth. Superintendent should disciple staff and students in Kingdom living and equip them to fulfill the calling on their lives to impact the world for Jesus Christ.

BASIC DUTIES & RESPONSIBILITIES:

The essential functions may include the traditional duties and responsibilities noted herein. However, this list represents examples only, and is not a comprehensive list of all functions and tasks performed by the position.

- Model core organizational beliefs and values, in lifestyle and communicate them openly and effectively within and across teams to maximize student and staff success.
- Develop and maintain a strong working relationship with the school board for effective school governance.
- Implement the vision, mission, statement of faith, and biblical values across all aspects of the school.
- Actively engage in the accreditation process to verify HCA maintains a good standing.
- Monitor and manage the business services components of the school corporation and fiscal responsibilities by supervision of the business office.
- Supervise and support both the Keller and Lantana campuses through the heads of school.
- Maintain property and facility leases as well as managing maintenance, technology, and equipment needs to provide adequate space for all school activities.
- Serve as the main liaison for church ministry partners.
- Participate in strategic planning for school growth and improvement.
- Serve as the legal liaison with the school attorney of record.
- Utilize effective communication skills to advocate for all critical elements of HCA's educational programs.

BASIC DUTIES & RESPONSIBILITIES CONTINUED:

- Establish and maintain professional communication with parents, students, and school personnel; ensure that all interactions are supportive, courteous, and respectful; approach others in a spirit of love demonstrated by the Fruit of the Spirit.
- Manage the school security program through supervision of the chief of security.
- Supervise the marketing department to accurately portray HCA's Kingdom Education programs.
- Supervise the development office to foster relationships with donors.
- Plan and participate in professional development activities that are aligned with biblical views and campus goals.
- Lead and participate in chapel, devotions, and staff meetings.
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Comply with HCA's Professional Code of Ethics and Standard Practices for Staff and Faculty.
- Perform other related duties as assigned.

PERSONAL QUALIFICATIONS:

- Be a born-again Christian with a mature personal, growing relationship with Christ.
- Adhere to HCA's statement of faith.
- Faithfully attend (in person) a local, Bible-believing church.
- Live a lifestyle in accordance with Scripture.

SKILLS & KNOWLEDGE:

- Working knowledge of the Bible from a conservative evangelical theology
- Strong organizational, communication, and interpersonal skills
- Sound judgement and effective decision-making ability
- Ability to be calm, patient, flexible, and versatile with a servant leader mentality
- Basic technology competencies

QUALIFICATIONS:

Education/Certification

o Bachelor's degree; Master's preferred
o ACSI certification or willing to pursue certification

Experience

o Supervisor and administrative experience
o School leadership experience preferred

MENTAL/PHYSICAL/ENVIRONMENT DEMANDS:

- Maintain emotional control under stress
- Frequent standing, walking, bending, and significant computer screen and keyboard usage.
- Frequent moving of classroom equipment and furniture.
- Occasional prolonged and irregular hours

INTENT & ACKNOWLEDGEMENT:

This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.