

New City Christian School Executive Director and Principal Search

Leadership Opportunities

New City Christian School (NCCS) has two unique leadership opportunities open to help shape our growing K-5 (with plans to be K-8) Christ-centered urban school. The school is finishing its 10th year with a committed faculty, a predominantly African-American student base and an active board of directors. We are seeking:

- 1) An **Executive Director** to lead the school's development planning and fund-raising efforts, to budget and manage the school's financials and to build strong relationships with the Board, NCCS's academic and business partners and the greater Asheville donor community.
- 2) A **Principal** to establish a learning environment that maximizes student academic achievement and life-planning exposure for their future while promoting the precepts and principles of Jesus Christ and to manage, support and nurture NCCS faculty and staff. The Principal will be NCCS's face to the Asheville community in order to drive NCCS student recruitment and admissions efforts and build strong communication and relationships with New City students and families to help realize their children's potential.

Nestled in the majestic Blue Ridge Mountain setting of Asheville, NC, NCCS was founded in 2006 to address the persistent academic achievement gap (currently around 50%) between African-American and white students. Our hope is that small class size, curriculum tailored to our students' areas of deficit, modeling the love of Christ, and forging strong partnerships with our students and families will enable our students to develop their full potential. We have seen God's transforming power at work in the lives of our staff, Board, and volunteers as well as in our students. We desire to see much more of this in the years ahead.

As a Christ-centered school, we are looking for individuals who seek to love God and others in the details and decisions of each day. Our vision is to equip our students with "*Knowledge, Confidence and Hope*". We want to offer an outstanding education in an environment that sinks its roots deeply into the good news of Jesus Christ, relying upon that good news to shape both hearts and minds as we all grow ever more closely into His image. We seek to have an impact in our community that brings glory to the mighty, loving, and creative God we serve.

Job Description – Executive Director of New City Christian School

1. **General** – We are seeking a visionary leader who can utilize their executive judgment and experience, connections to the greater Asheville donor community along with a strong desire to improve the future of Asheville’s urban youth to plan, budget and fund-raise for the ambitious growth and expansion of New City Christian School.
2. **Strategic Growth Plan** – The Executive Director (ED) will be responsible for developing, gaining Board of Director approval and implementing the strategic plan for the school (with input and assistance from the Principal) that will also encompass the longer term vision of expanding grade levels to K through 8th grade.
3. **Fundraising** - The ED will develop, coordinate and implement all fundraising efforts including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
4. **Financial** – The ED will develop the annual school budget and manage resources within approved budget guidelines with input and assistance from the Principal.
5. **Public Relations** – The ED assures that the communication of organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders. The ED also nurtures and enhances relationships with NCCS’s academic, life-educational and business partners.
6. **Relationship with the Board** – The ED serves as a liaison between the staff and the board, recommends strategic and operational plans to the board and serves administratively the needs of the Board.
7. **Partners with the Principal** – The ED works with Principal to develop and institute student exposure to education, career and life planning options. The ED also works with the Principal to drive progress in racial reconciliation and to develop school policies.

Job Description – Principal of New City Christian School

1. **General** – We are seeking an individual with the insight and understanding of the challenges and obstacles encountered in educating the children in Asheville’s urban African-American community. This individual must possess a dynamic, collaborative management style to lead a diverse staff of teachers and volunteers as they equip these students with knowledge, confidence and hope. As the primary driver of the learning environment of the school, the ideal candidate should have elementary or junior high classroom teaching experience and must foster that learning environment in a way that emulates the precepts and principles of Jesus Christ.
2. **Academic Leader** – The Principal has responsibility for enhancement and implementation of all curriculum (including sections incorporating Biblical lessons) and instructional approaches that effects the above described learning environment. The Principal also will ensure that all required student testing is properly administered.
3. **Managing and Supporting Teachers and Staff** - The Principal will hire and re-contract all teachers and related staff persons, conduct faculty meetings and ensure the smooth day-to-day operation of the school. Also, the Principal will evaluate teachers and staff, realizing that each has their strengths and weaknesses, and plan for each teacher’s further professional development. Importantly, the Principal serves as the head teacher, feeding and nurturing the faculty individually and collectively and has the responsibility for the positive morale of the teachers, staff and volunteers.
4. **Recruitment, Admission and Community Relations** – The Principal will be responsible for student recruitment, the vetting / admission process and the administration of Opportunity Scholarships with the goal to increase the school’s diversity. Also, the Principal will be the face of NCCS to the Asheville community, presenting NCCS’s approach to education, our core values and how we model the Gospel of our hope in Christ alone and promote Biblical principles.
5. **Relationships with Parents and Students** - The Principal will build relationships with the parents, as well as the students, giving parenting tips and encouraging community in the school. The Principal needs to be comfortable with urban students and families and their situations and help hold parents accountable to their New City covenant/commitment.
6. **Policies** – The Principal, with input and assistance from the ED, will develop school and personnel policies and procedures for approval by the Board and ensure compliance with state laws for the Department of Non-Public education and health and safety, fire, boiler, attendance, asbestos,

etc. laws.

7. **Partners with the Executive Director** – The Principal works with the ED to develop and institute student exposure to education, career and life planning options. The Principal also works with the ED to drive progress in racial reconciliation, to develop school policies and to provide input and assistance in the budgeting planning and management process.

Background on Asheville

Asheville has emerged as one of the most desirable small cities in America. The area has thousands of acres of natural beauty, gorgeous national and state parks blessed with mountains and waterways. In addition to a rich history of music, arts and crafts, Asheville has become a hub for craft brewing, sustainable agriculture and innovative restaurants. But, many minorities in our city are cut off from participation and employment in our growing industries. One huge contributor to this employment gap is the large racial achievement gap that exists in our city and state.

How to Apply

Applicant must include a statement of interest and a curriculum vitae. Please send to ***opportunitiessearch@newcitychristian.org*** or as a hard copy to ***Opportunities Search, P.O. Box 6412, Asheville, NC 28816.*** Potential finalists will be asked to complete and submit additional documents and essays as well as participate in an interview.

Contact Information

Mrs. Cathy Heck
Chairman of the Board

School Address

New City Christian School
PO Box 6412
Asheville, NC 28816

Website

www.newcitychristian.org