



Job Title: Head of School

Location: Heatherwood Christian School, Newnan, Georgia

Reports to: Board of Trustees

Employment Type: Full-time

Position Overview

Heatherwood Christian School (HCS) is looking for its inaugural Head of School. HCS is a private Christian Elementary School and is a ministry of Heatherwood Baptist Church (HBC). HCS is dedicated to nurturing children in their faith and academic development. The Head of School serves as the spiritual and operational leader of the elementary campus, overseeing all aspects of school life from a biblical worldview. This individual will provide vision, leadership, and oversight to ensure a safe, nurturing, and Christ-honoring environment that supports student learning and spiritual growth from Toddlers through 5th grade.

A profile of HCS is attached at the bottom of this document to provide further information.

Duties & Responsibilities

The Head of School will:

PROMOTE THE SCHOOL'S MISSION AND VISION

- Demonstrate strong executive and spiritual leadership, establishing and communicating the vision of HCS in a manner consistent with the mission and by-laws of the School, under the oversight of HBC.
- Ensure consistency in the admission of families and in the selection of faculty and staff who align with the mission, vision, and values of both HCS and HBC.
- Lead HCS in a manner that reflects the policies and vision established by the School Board of Trustees.
- Provide regular reports to the School Board of Trustees and the leadership of HBC.
- Lead fundraising and grant development efforts to better support the mission of the school.

LEAD AND OVERSEE RECRUITMENT, HIRING, AND DEVELOPMENT OF FACULTY AND STAFF

- Facilitate and maintain faculty and staff performance and relationships that exemplify the school's stated mission.

- Provide a nurturing environment for faculty and staff through ongoing training, development, and maintenance of high professional standards.
- Manage human resources effectively by providing required administrative and regulatory supervision of faculty and staff, including periodic reviews and action or development plans, annual contracting, and salary administration.

OVERSEE AND DIRECT DAY-TO-DAY OPERATIONS

- Lead in a manner that ensures effective allocation of resources, promotes close cooperation between church and school staff, and generates a high level of confidence in the school's management across all constituencies.
- Cultivate an administrative team and properly delegate within this leadership core.

PROVIDE ACADEMIC OVERSIGHT

- Oversee the dynamic tension between maintaining high academic standards and meeting the specific learning needs of the individual children God brings to HCS.
- Ensure ongoing evaluation and development of curriculum and provide oversight of standardized and admissions testing.
- Lead in a manner that upholds academic integrity while integrating a biblical worldview throughout the educational program.
- Provide leadership that balances test performance expectations with holistic student growth, preparing children for future education and adulthood.

PROVIDE STUDENT AND FAMILY DISCIPLESHIP

- While working first and foremost through school faculty, serve as an effective leader and mentor to students and parents, modeling Christ-centered discipleship across the community.
- Counsel students, parents, and staff directly on matters of discipline and growth, demonstrating both grace and truth.
- Ground all interactions in a clear understanding of God's sovereignty and grace, applying reformed theology and biblical principles to every relationship.
- Approach student discipline with the goal of shepherding hearts toward repentance, restoration, and renewed fellowship within the school community.

LEAD FINANCIAL AND STRATEGIC PLANNING

- Lead in the further development and implementation of the HCS Strategic Plan.
- Maintain the annual operating plan and assume ownership and responsibility for the five-year strategic plan in close coordination with the School Board of Trustees and HBC Elders as necessary.
- Direct annual and monthly financial forecasts that result in effective, mission-aligned budgets.
- Communicate promptly and transparently with the School Board of Trustees regarding financial variances and recommended actions.
- Manage ongoing budgeting and accounting functions with integrity and accountability.

CULTIVATE COMMUNITY RELATIONS AND LEADERSHIP

- Provide effective leadership in promoting HCS's ministry efforts and mission within both the church and school community.
- Cultivate opportunities to communicate the school's unique vision and ministry to the broader Coweta County community and beyond.
- Partner with the parents to encourage parental involvement in school life through volunteer projects and parent programs.

ESTABLISH & UPHOLD PROFESSIONAL AND ACCREDITATION AFFILIATIONS

- Identify and obtain membership with local Christian Accreditation associations.
- Lead and make strategic recommendations concerning the accreditation and re-accreditation process.

QUALIFICATIONS AND CHARACTERISTICS

The Head of School will demonstrate:

- A personal, growing relationship with Jesus Christ and full agreement with the school's Statement of Faith and mission and vision. Upon hiring, the Head of School is strongly encouraged to be an active member of HBC. Until this occurs, active membership in a Baptist Church congregation or another recognized, reformed, evangelical church is required.
- Excitement about membership at Heatherwood Baptist Church and alignment with the theology, culture, and leadership of its Elders.
- Firm commitment to the vision, values, and priorities of HBC, with the ability to faithfully ascribe to the Baptist Faith and Message (2000).
- Experience serving and/or leading in a multi-staff environment (minimum of five years).
- A bachelor's degree is required; Master's degree preferred in Education, School leadership or Theology preferred.
- Willingness and enthusiasm for his or her children to attend HCS if applicable.
- Prior classroom teaching experience, certification preferred.
- Minimum five years of teaching and/or administrative leadership experience, preferably in a Christian education.
- Strong leadership, organizational and interpersonal skills.
- Demonstrated financial acumen and the ability to steward resources wisely in alignment with the school's mission and long-term goals.
- A heart for elementary-aged children and a deep understanding of child development from a biblical perspective.
- Commitment to the academic goals of students and the mission and philosophy of the school.
- Excellent oral and written communication skills
- Emotional intelligence
- The ability to get along with coworkers and other school community members

To Apply

Please submit the following to Dr. Jeffrey Waple, Search Chair, jwaple1991@gmail.com with the position as the Subject Title:

- Cover letter
- Resume
- Statement of Faith
- Philosophy of Christian Education
- List of 3 professional references
- List of 3 spiritual references

Salary range for this position is \$60,000-\$70,000 per year based on experience.

ABOUT HEATHERWOOD CHRISTIAN SCHOOL

Heatherwood Christian School (HCS) is a ministry of Heatherwood Baptist Church located in Newnan, Georgia. Founded in 2008, the preschool launched classes for ages 2-4 years. The preschool was born of a desire to teach children in our community about God's love for them and to minister to their families. Classes filled quickly and expansion was needed. The church built an addition to their original structure to include classrooms for the preschool as well as children's, youth and adult ministries of the church. Once moved into the expanded space, the preschool continued to grow and classes were added for toddlers and Kindergarten students. In 2021, HCS expanded into elementary grades and currently serves students from 12 months of age through 4th grade. Elementary expansion will continue in the fall of 2026 to add 5th grade. The school has grown to more than 200 students and 31 staff members and is open to all children in the community regardless of race, religion, sex, nationality, or ethnicity.

MISSION & VALUES

HCS partners with families to provide an excellent, biblically-based education in a loving, safe Christian environment that encourages spiritual, social, and academic growth. The school emphasizes Christ-centered learning, low student-to-teacher ratios, character development, and whole-child education across cognitive, emotional, physical, and moral development.

CURRICULUM & ACADEMICS

HCS uses developmentally appropriate curriculum aligned to Georgia Standards of Excellence. Core programs include:

- Wee Learn
- ABC Jesus Loves Me
- Tara West Kindercurriculum
- Orton Gillingham
- Abeka
- Tara West Firstie Math, Science & Social Studies
- Sadlier Math
- Bob Jones English
- Novel Studies
- Studies Weekly
- Positive Action Bible
- Specials programs include Art, Music, STEAM, Spanish, Library and Chapel

Students participate in field trips, community service, scripture memory, and project-based learning.

STUDENT LIFE & CULTURE

- Small class sizes and individualized instruction
- Bible teaching, worship, prayer, and scripture memorization
- Bi-weekly chapel led by pastoral staff of HBC and mission-focused learning
- Peanut- and tree-nut-free campus
- Safe, nurturing environment committed to child and staff well-being

OPERATIONS & LOGISTICS

Class Times:

- Toddlers–3s: 9:00 AM – 12:00 PM
- Pre-K & Kindergarten: 8:30 AM – 12:30 PM
- Grades 1–4: 8:00 AM – 2:30 PM

FACULTY & STAFF

Each class has a lead teacher, with assistant teachers supporting toddlers through Kindergarten ages. Elementary classes each have a lead teacher and floating assistants to support the classes. Staff members are certified in CPR, AED, and First Aid and undergo background screening prior to employment. Currently, HCS has 32 employees including 14 lead teachers, 13 assistant teachers, 2 admin staff, and 3 specials teachers.

WHY WORK HERE

- Mission-driven, Christ-centered environment
- Low student-teacher ratios and supportive staff culture
- Strong curriculum paired with flexibility for creativity
- Opportunities to shape a growing school community
- Safe, family-oriented, and collaborative atmosphere

The Opportunity

HCS is entering its 19th school year and is on the cusp of a great future. HCS is looking for its inaugural Head of School. The growth of HCS has been a true blessing. We hold great respect for our past leaders and are anticipating what the Lord has in store for the future of HCS. With nearly 200 students and the full support of HBC leadership, HCS will continue to serve families seeking a Christ-centered, academically strong education.

HCS has built a reputation of trust, love and strong teaching in the community and has seen families begin to buy-in to their children staying through 5th grade. The opportunity for HCS to continue growing will require a strong leader who is committed to our staff, students and families. The new head of school will inherit a mission-driven environment that values truth and grace. The head of school will reaffirm HCS's academic distinctives as well as continue to nurture a close working relationship with the church. Acting as the educational leader, the head will work alongside church elders, faculty, and board members in joyful partnership with HBC to build on HCS's reputation as a missional community where students are known, loved, and equipped to thrive academically and spiritually beyond HCS.

The head of school will bring both organizational strength and pastoral sensitivity, guiding the school toward deeper unity, excellence, and faithfulness through wise stewardship and strategic foresight. Grounded in an understanding of Christian education, the head will model a deep love for Christ and genuine care for people, engaging families and students with warmth and wisdom, and encouraging teachers and students to live out wisdom and truth in both learning and life. Head of School will lead in the further development and implementation of the HCS Strategic Plan. Head of School will also lead fundraising and grant development efforts to better support the mission of the school.

CONTACT INFORMATION

Heatherwood Christian School
721 Shenandoah Blvd, Newnan, GA 30265
Phone: (770) 304-0091
Website: www.heatherwood.church

Confidential inquiries and questions may be directed to: Applications and Nominations

Dr. Jeffrey Waple
Search Committee Chair
Phone: 618-444-7759
Email: jwaple1991@gmail.com

Tara Crane
Director/Interim Head
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