

# Director of Journey Christian Academy

(Founding Director / Launch Leader)



## Position Overview

Journey Christian Academy is a **Christ-centered homeschool co-op** (tutorial program) for middle and high school students and is a ministry of Journey Christian Church. Our targeted launch date is **January 2027**. We are seeking a qualified individual to serve as the founding leader and primary architect responsible for the vision, development, and launch of this ministry.

This role is both **visionary and operational**. The Director will be the *tip of the spear*—leading the co-op from concept through launch and into ongoing growth. The Director will assemble and lead a launch team, develop the organizational and academic framework, ensure regulatory requirements, and establish a culture of academic excellence, biblical faithfulness, and partnership with parents. After launch, the Director will oversee day-to-day operations, continued growth, and long-term sustainability.

The co-op exists to **partner with parents** who desire to take ownership of their children's education and to **disciple their children to follow Jesus in every area of life**. Journey Christian Academy will maintain **high academic standards**, employ **qualified, paid instructors**, approve co-op curriculum, and provide instructional oversight—while recognizing that parents retain final responsibility for grades and transcripts.

This ministry flows directly from our mission to invite and help people follow Jesus, be changed by Jesus, and join the mission of Jesus.

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## Key Responsibilities

### Vision, Culture & Leadership

- Champion a **biblical, Christ-centered vision** for homeschooling that aligns with the theology, values, and disciple-making mission of our church.
  - Shape and protect a culture of **academic excellence, spiritual formation, relational trust, and shared accountability**.
  - Serve as the primary leader, spokesperson, and advocate for the homeschool co-op.
  - Cast vision to parents, instructors, volunteers, church leadership, and prospective families.
  - Lead with humility, clarity, and conviction, modeling Christ-like leadership at all times.
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### Launch Leadership & Strategic Development (2026)

- Lead the **entire launch process** from concept to operational readiness.
- Recruit, develop, and lead a **launch team** of key stakeholders (parents, educators, volunteers, advisors).

- Develop a **comprehensive business and operational plan**, including:
    - Financial model and tuition structure
    - Budgeting and sustainability planning
    - Staffing and volunteer structure
    - Enrollment processes, capacity, and growth planning
  - Research, interpret, and ensure compliance with **Virginia state** and **Chesterfield County** regulations related to homeschool co-ops (tutorial services), educational programs, facility use, and child safety.
  - Establish policies, procedures, schedules, and systems necessary for launch.
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## Academic & Instructional Leadership

- Provide overall leadership for **academic quality and instructional excellence**.
  - Oversee and approve curriculum for all classes taught within the co-op.
  - Ensure curriculum and instruction align with the church's **theological framework and disciple-making commitments**.
  - Establish instructional expectations, classroom standards, and academic rhythms.
  - Guard both **academic rigor** and **biblical faithfulness** across all subjects.
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## Teacher Recruitment, Supervision & Development

- Recruit, interview, hire, and onboard qualified, mission-aligned instructors.
  - Provide leadership, coaching, and accountability for all instructors.
  - Observe classrooms and conduct instructional evaluations.
  - Offer feedback and professional development to strengthen teaching effectiveness.
  - Make recommendations regarding continued employment when necessary.
  - Build and retain a strong, healthy instructional team.
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## Student Enrollment & Parent Partnership

- Oversee student admissions, enrollment standards, and placement decisions.
- Conduct family interviews to ensure philosophical and cultural alignment.
- Clearly communicate academic expectations, workload, and participation requirements.
- Build strong, trust-based partnerships with parents rooted in shared discipleship goals.

- Address concerns and conflict with **biblical wisdom, clarity, and grace**.
  - Recommend dismissal for academic, behavioral, or cultural misalignment when necessary, in partnership with church leadership.
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## **Volunteer Leadership & Community Engagement**

- Recruit, train, and oversee parent volunteers serving in support roles.
  - Clearly define volunteer responsibilities, expectations, and boundaries.
  - Foster a collaborative environment where volunteers support—not undermine—instructional excellence.
  - Cultivate a strong sense of community among families, instructors, and volunteers.
  - Ensure that volunteer roles support instructional excellence while preserving appropriate authority and accountability structures.
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## **Post-Launch Leadership (2027 and Beyond)**

- Direct ongoing operations of the co-op after launch.
  - Lead enrollment growth, program expansion, and long-term planning.
  - Evaluate and refine systems to ensure quality, sustainability, and mission alignment.
  - Build and maintain strong relational trust with parents, volunteers, and church leadership.
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## **Qualifications & Characteristics**

### **Spiritual & Missional Alignment**

- A growing follower of Jesus Christ who embraces the authority of Scripture.
- Strong alignment with the mission, theology, and disciple-making focus of Journey Christian Church.
- A clear passion for partnering with parents to help them succeed at raising their children to know, love, and follow Jesus in every area of life.

### **Leadership & Experience**

- Proven leadership experience in one or more of the following:
  - Education (homeschooling, co-ops, public, private, or Christian education)
  - Ministry leadership

- Organizational leadership or entrepreneurship
- Demonstrated ability to **build systems from scratch** and lead through ambiguity.
- Strong organizational, communication, and project-management skills.
- Experience in hiring, supervising, and developing staff or instructors.

## Skills & Competencies

- Strong organizational and project-management skills
  - Ability to lead with both vision and operational precision.
  - Effective communicator with parents, instructors, volunteers, and church leadership.
  - Financial literacy sufficient for budgeting and sustainability planning.
  - Strategic thinker with operational follow-through.
  - Comfortable navigating legal, regulatory, and administrative requirements.
  - Commitment to continual improvement, feedback, and professional growth
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## Position Details

- **Timeline:** Hiring now; launch preparation throughout 2026; co-op launch January 2027
  - **Status:** Full-time
  - **Compensation:** Commensurate with candidate qualifications and experience
  - **Full-time Employment Benefits:** Family health insurance, disability insurance, retirement contributions, paid vacation, ten paid holidays
  - **Reports to:** Director of Operations
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## Application Process & Timeline

### Application Instructions

Interested candidates should submit the following:

- **Resume or Curriculum Vitae**
- **Cover Letter** addressing:
  - Why you believe God may be leading you to this role
  - Your philosophy of Christ-centered education and discipleship
  - Your experience building or leading programs, teams, or ministries

- **Statement of Faith** (1–2 pages)
  - Including your understanding of Scripture, salvation, and discipleship
- **References**
  - At least three professional or ministry references
  - At least one reference familiar with your leadership in an educational or discipleship context

Applications should be submitted [via this LINK](#).

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## Hiring Timeline

- **Application window:** Open now
- **Initial interviews:** Rolling, winter 2026
- **Final candidate selection:** Targeted for early spring 2026
- **Start date:** Flexible, based on candidate availability and launch planning needs

*We will review applications as they are received and may fill the position before the posted closing date.*

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## Frequently Asked Questions (FAQ)

### 1. Is this a school or a homeschool program?

Journey Christian Academy is a **homeschool tutorial program**, not a state-recognized school. We provide structured instruction, assignments, and assessments, while parents retain responsibility for any additional curriculum they want to teach at home, as well as all final grades and transcripts.

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### 2. How many days per week will the co-op meet?

The co-op will meet **2–3 days per week**, with students required to enroll in a **minimum of four classes**.

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### 3. Who teaches the classes?

All classes are taught by **qualified, paid instructors** who are interviewed, approved, and evaluated by the Director. Parents do not serve as classroom instructors unless hired into a teaching role.

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### 4. What role do parents play?

Parents are active partners and serve in **defined volunteer roles** that support the ministry. Parents also retain final responsibility for their child's academic records and transcripts.

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### 5. How are curriculum and theology handled?

All curriculum used in the co-op is **approved by leadership** and must align with the church's **theological framework and disciple-making mission**. Academic excellence and biblical faithfulness are both essential.

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### 6. Will grades be recorded or reported to the state?

Instructors will grade assignments and assessments and communicate results to parents. As a tutorial service, Journey Christian Academy does **not issue official transcripts or report grades to government agencies**.

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### 7. Who is this Director accountable to?

The Director reports to church leadership and works closely with staff and ministry oversight to ensure alignment with the church's mission, values, and operational standards.

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### 8. Is this position full-time?

Yes. This is a **full-time leadership role** with benefits, reflecting the scope and responsibility of launching and leading the co-op.

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## 9. What type of person is the church looking for?

We are seeking a **mission-aligned, spiritually mature leader** who values academic excellence, discipleship, and partnership with parents—and who has the capacity to build something from the ground up.

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## 10. When will the co-op launch?

Our target launch date is **January 2027**, with planning and development throughout 2026.

Additional details regarding enrollment, tuition, and programming will be developed by the Director as part of the launch process.

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## Why This Role Matters

This is not simply a job—it is a **foundational leadership opportunity**. The Director of Journey Christian Academy will help shape a ministry that partners with families, forms disciples, and influences the next generation for Christ through excellence in both education and faith.

The right leader will have the opportunity to **build something meaningful from the ground up** and to steward it for long-term Kingdom impact.