



# Lynden Christian School

Living God's Story – rooted, growing, serving

## SUPERINTENDENT JOB DESCRIPTION

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<b>JOB TITLE:</b>	SUPERINTENDENT
<b>REPORTS TO:</b>	School Board
<b>FTE:</b>	Full-Time- 100% FTE - year-round
<b>WAGE:</b>	\$140,000-\$180,000 depending on experience and credentials
<b>BENEFITS:</b>	Medical/Vision, Dental, 403B, Life Insurance, PTO

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### JOB SUMMARY

Reporting to the Board of Directors, the Superintendent is the chief agent of the board and is responsible for carrying out board policy decisions while providing spiritual and administrative leadership in support of the mission. As a professional leader of the staff, the Superintendent is the official through whom the Board exercises its responsibility for providing the best possible program of Christian education, from a reformed, Christian worldview perspective to all students.

The Superintendent works closely with the Board, school administrators, teachers, staff, students, parents, and society to promote a Christ-centered learning environment and achieve the school's goals. Responsibilities include overseeing the development and implementation of educational programs rooted in a reformed Christian worldview, ensuring compliance with educational regulations and standards, and fostering a positive school culture grounded in Christian values. Strong communication, faith-based values, and leadership are essential for this role.

### ESSENTIAL FUNCTIONS

#### Spiritual Leadership and Vision

The Superintendent is responsible for providing biblically and educationally sound leadership for the entire school. The Superintendent will:

- Promote and uphold the mission of Lynden Christian and the value of Reformed Christian education internally and externally
- Actively participate in the life of the school, fostering a healthy Christian workplace culture grounded in biblical truth for all staff and students
- Provide visionary leadership to staff in the areas of the school's strategic plan, procedures, and policies

#### Administrative Oversight

The Superintendent provides direct oversight of the administrative team, delegating responsibility appropriately. Through the oversight of the administrative team, the Superintendent is responsible for:

- Implementing board policy throughout the school
- Enforcing the Constitution and purpose of the Board as it relates to the management of the school



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- Actively reporting and engaging in monthly Board meetings, including responsibility for reporting educational and operational metrics and KPIs
- Ensuring the timely, effective performance review of staff annually
- Overseeing all administrative policies and procedures
- Coordinating and supervise the accreditation process
- Advising the Board on school policy
- Monitoring and evaluating the effectiveness of school programs and initiatives
- Acting as the official representative of the school in matters relating to local, state, and federal governments and law enforcement agencies.

## Instruction and Curriculum Oversight

Through the Director of Learning and Principals, the Superintendent is ultimately responsible for the implementation of Christ-based education, with appropriate scope and sequence, throughout the school. The Superintendent will:

- Promote high standards of academic excellence and continuous improvement within the LC Reformed, Christian educational framework
- Ensure the support of professional and spiritual development of teachers and staff
- Ensure the implementation of necessary training for all staff members in what it means to provide Reformed, Christian education at Lynden Christian School

## Operational Oversight

Through the Director of Finance and Operations, the Superintendent is responsible for all operational oversight of the school. The Superintendent will:

- Provide direct oversight of the daily operations of the school, ensuring compliance with applicable state regulations as well as the alignment with the mission
- Operate the school within the guidelines of board policy and budget
- Respond to parent communications appropriately, following the conflict resolution policy and communication guidelines
- Direct educational coordination between the principals
- Ensure the school is staffed with suitable Christian teachers. Staffing will be done in consultation with the respective principals; suitable staff will be recommended to the School Board for final approval.

## Communication

The Superintendent is responsible for communication to staff as well as communicating the progress and status of the school to the broader LCS society. The Superintendent will:

- Communicate to the entire school constituency the goals, needs, practices, ideals, and status of the schools
- Supervise, evaluate, motivate, and encourage personnel
- Communicate well verbally and in writing
- Speak internally and externally, upholding the mission of Lynden Christian Schools and the value of Reformed, Christian education



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## ESSENTIAL QUALIFICATIONS

### Faith and Character Requirements

As a distinctly Reformed, Christian school, Lynden Christian School maintains high spiritual and lifestyle expectations of its employees. The Superintendent must:

- Consistently model a mature and growing commitment to Jesus Christ as his/her personal Lord and Savior
- Believe the Bible is God's Word and the standard for faith and daily living
- Actively and regularly attend a local Protestant Christian church—specifically one that adheres to the Reformed/Protestant faith
- Demonstrate a passion for and understanding of Reformed, Christian education where faith is nurtured in students
- Strive to be a Christian role model in attitude, speech, and actions toward others
- Agree with the school's statement of faith and other statements of position and articulate them to staff, families and society
- Be familiar with, subscribe to, and support the three forms of unity
- Desire to serve Christ through his/her gifts and abilities
- Demonstrate humble servant leadership
- Demonstrate a lifestyle on and off campus consistent with Christian values in all areas. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior.
- Be committed to providing passion, vision, and leadership that is consistent with the mission and philosophy of Lynden Christian School

### Knowledge and Strengths Requirements

The Superintendent must:

- Know and understand the Bible
- Be educated in the overall philosophy of education and how to create a successful Christian school
- Supervise, evaluate, motivate, and encourage staff
- Possess strong organizational skills and the ability to finish tasks
- Communicate well verbally and in writing
- Demonstrate problem solving and conflict resolution in line with school policy
- Be wise, visible, present and approachable
- Understand and articulate the uniqueness of the Lynden Christian community and the heritage of Reformed Christian education
- Possess a sound biblical understanding of teaching, learning, and Christian school curriculum
- Provide strong spiritual leadership rooted in biblical principles
- Be sensitive, compassionate, and persuasive in both oral and written communication
- Able to recognize and develop good teaching and learning
- Able to build an inspiring and vibrant Christian culture



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## Education and Experience Requirements

- Master's degree in education, leadership, or a related field that provided training for leading and educating. Educational state certification is expected within 2 years of hire.
- 5+ years' experience and training in leading and supervising others with teaching experience. A meaningful connection to Christian education, able to articulate the value of Reformed Christian education
- Other combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

## **GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS**

Primary work is performed within the school, playground, and office setting but also includes work throughout the LCS campus. Must be available to attend evening board and committee meetings, as well as school events.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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## APPLICANT INSTRUCTIONS

Thank you for your interest in Lynden Christian School. We value your time and appreciate your efforts to provide us with all the information below. We would like you to know that it is the policy of Lynden Christian School not to discriminate on the basis of race, color, national origin, sex, age, or disability in employment, nor in its programs or activities as required by federal and state laws (to the extent applicable to the school). As a religious educational institution, Lynden Christian School does reserve the right and responsibility to select individuals whose beliefs are consistent with our mission.

As part of the application process, please **complete the application form located on the website in the employment tab and submit it with a cover letter and resume**. Please address the points below in your cover letter, limiting your letter/response to two pages:

- Describe your relationship with Jesus Christ.
- Tell us about yourself, your background, and why you are interested in serving at Lynden Christian School.
- Describe your specific talents, abilities, and gifts as it relates to the position.

Please provide four references with current phone numbers and one reference should be your Pastor or Elder.

Once your application is complete, it will be sent to the hiring committee for review. After reviewing all completed applications, the hiring committee will contact those with the desired qualifications for an interview.

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## APPENDIX

### MISSION OF LYNDEN CHRISTIAN SCHOOL

The mission of Lynden Christian School is to be an effective instrument of God. Together with Christian parents and the church, we educate children and young people so that they may grow and mature into perceptive and caring Christians. Finally, our goal is to produce citizens who will have a transforming influence in the world.

### CONSTITUTION OF LYNDEN CHRISTIAN SCHOOL

#### ARTICLE II: BASIS

The basis of this Society is the infallible Word of God as interpreted by the Reformed Standards.

The Society is governed by the following guiding principles:

- (a) That all things have been created to the end that the Triune God may be glorified in and through them;
- (b) That God by His wise covenant arrangement has appointed the parent to be responsible for the training of the child to the end that God and His glory shall be central and supreme in life's total experience;
- (c) That the training of the child shall be continued under the parent's responsible supervision in a school that carries out the basic God-honoring, God-centered program begun in the home.

#### ARTICLE III: PURPOSE

The purpose of the Society is to maintain a school for the daily instruction of our children, such instruction to be in accordance with Art. II and directed toward the end that these children may occupy their places worthily in society, church, and state.

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## STATEMENT OF BASIS AND PRINCIPLES

The basis of Lynden Christian School is the Scriptures of the Old and New Testament, the infallible Word of God, as explicated in Reformed creedal standards. On this basis we affirm the following principles for Christian education:

**THE BIBLE:** That God by His Holy Word reveals Himself; renews man's understanding of God, of man himself, of his fellow man, and of the world; directs man in all his relationships and activities; and therefore guides His people also in the education of their children.

**CREATION:** That in their education children must come to learn that the world, and man's calling in it can rightly be understood only in their relation to the Triune God who by His creation, restoration, and governance directs all things to the coming of His kingdom and the glorification of His name.

**SIN:** That because of man's sin, which brought upon all mankind the curse of God, alienates him from his Creator, his neighbor, and the world; distorts his view of the true meaning and purpose of life; and misdirects human culture; man's sin also corrupts the education of children.

**JESUS CHRIST:** That: through our Savior Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

SCHOOLS: That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task.

PARENTS: That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

TEACHERS: That Christian teachers, both in obedience to God in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

PUPILS: That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that the endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.

COMMUNITY: That because God's covenant embraces not only parents and their children but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's kingdom, it is the obligation not only of the parents but also of this Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.

EDUCATIONAL FREEDOM: That Christian Schools organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to their principles.

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### **Lynden Christian School's Position Statement on the Sanctity of Human Life**

Because human beings are created in the image of God their Creator, we affirm the following:

Each human being through the whole course of life, from their beginning in their mother's womb (see Psalm 139:13-16) through death, possesses God-given worth as His image-bearer, and is thus worthy of care and protection from the beginning of life until death.

### **Lynden Christian School's Position Statement on Human Sexuality and Gender Identity**

*(rev 11/2022)*

Lynden Christian affirms that all human beings, male and female, are created in the image of God their Creator (Genesis 1:26-27), and therefore have inestimable value and must be treated with dignity and respect.

As a community that seeks to be an authentic biblical community, Lynden Christian Schools is committed to addressing all issues of human sexuality with grace and truth and recognizes that the most loving thing that we can do for our brothers and sisters in Christ is to graciously point them to the Truth of His Word. Understanding that God loves repentant sinners, including those who sin differently than we do, Lynden Christian School affirms the following interpretive framework regarding God's intent for human sexuality:

- A. God created two genders, male and female, determined biologically at birth (Genesis 2:18-25).
- B. The Creator's intent for human sexuality, based in creation and stated in the seventh commandment, finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent, sexual experience is intended to be celebrated between a man and a woman within that covenant union (Genesis

2:22-24; Proverbs 5:18-19; Matthew 19:4-6; Mark 10:6-9; 1 Corinthians 7:1-16).

- C. Hetero-sexual practice outside the covenant of marriage and all homo-sexual practice is incompatible with the will of God as revealed in scripture and is sin demanding confession and repentance. The Bible's teaching regarding unchaste behavior is faithfully summarized in Heidelberg Catechism Q&A [108](#), [109](#), and [113](#) (links provided for Q&A and scripture references).
- D. Lust, including same gender and heterosexual lust, is contrary to God's created order which reveals the brokenness of our sinful world and the effect of sin on God's perfect intent for human sexuality.
- E. None of us has measured up to God's will for our sexuality, and thus we are all in need of, and able to receive, abundant grace and forgiveness through our savior Jesus Christ (Romans 6:23; Ephesians 2:8-10). God's expectation for our response to our failures and shortcomings regarding chastity, as well as our shortcomings in all other areas where we so often fail, is faithfully summarized in Heidelberg Catechism Questions [114](#) and [115](#) (links provided for Q&A and scripture references).
- F. We will communicate and uphold God's standards for human sexuality and gender identity with  
grace and truth.

In light of the above framework, Lynden Christian School commits itself to the following standards of Christian practice:

- A. Teaching, and expecting all Lynden Christian community members to model and abide in practice by, the Creator's intent for human sexuality and gender as stated above.
- B. Exercising patient understanding of and compassion for all students struggling with any issue of sexuality or gender identity.
- C. Striving for an environment that is free from discrimination.
  - a. No student will be expelled or excluded based on his or her same gender attraction
  - b. No students will be pressured to disclose such attraction
- D. Insisting upon an atmosphere that is a safe learning environment for all students.
  - i. Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated. This policy extends to gestures, emails, text messages, notes and any other written or electronic form of threat or harassment.
  - ii. Gay or anti-gay militancy is regarded as incompatible with Christian community and therefore will not be tolerated.
  - iii. Inappropriate public displays of affection between couples will not be allowed.
- E. Providing all students with the following:
  - i. A compassionate venue in which to engage in authentic dialogue about the very real, confusing, and often painful issues related to human sexuality and gender identity.
  - ii. School counselors, in partnership with the family and the student's church whenever possible, who will offer biblical guidance, resources and options for referral for counseling.
  - iii. The assurance of confidentiality from peers or other staff except in instances of suicidal ideation or other self-harming behaviors.
  - iv. An assurance that the dignity of all students and families will be guarded.
- F. Acknowledging our own human frailty and dependence upon Christ for his humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

Lynden Christian Schools has established this Position Statement on Human Sexuality and Gender Identity for a variety of reasons:

- a. To give clarity for staff, students, and families around these topics
- b. To provide direction for instruction around these topics
- c. To protect the organization legally, particularly in areas of employment and enrollment
- d. To direct policy making