

HEAD OF SCHOOL POSITION PROFILE



BOYD BUCHANAN SCHOOL



Our Mission

BOYD BUCHANAN SCHOOL

Boyd Buchanan School offers a loving, Christ-centered environment fully nurturing the spiritual, intellectual, social, and physical potential of each student.

Boyd Buchanan is a rare & special place for preparing students to walk with the Lord and embrace life's challenges with joy, courage, and wisdom.



History

BOYD BUCHANAN SCHOOL



IN 1944, A GROUP OF CHRISTIAN MEN ASSOCIATED WITH THE CHURCHES OF CHRIST MET TO DISCUSS THE ESTABLISHMENT OF A SCHOOL THAT STRESSED SPIRITUAL VALUES, THE TRAINING OF A CHILD FOR USEFUL CITIZENSHIP, AND THE DEVELOPMENT OF A STRONG CHRISTIAN CHARACTER ALONGSIDE A STRONG ACADEMIC BASE.

THE FIRST OFFICIAL BOARD MEETING WAS HELD IN OCTOBER OF 1940 AND CHATTANOOGA BIBLE SCHOOL OPENED ITS DOORS IN THE FALL OF 1952 WITH 150 STUDENTS IN KINDERGARTEN THROUGH SIXTH GRADES. IN 1960, THE NAME WAS CHANGED TO BOYD BUCHANAN SCHOOL AND IS NOW LOCATED ON 60 ACRES WITH 1051 IN PK3 THROUGH 12TH GRADES. THE FIRST GRADUATING CLASS WAS IN 1979. IN 2016, BBS COMPLETED THE ACCREDITATION PROCESS WITH SAIS, NCSA, AND ADVANCED (COGNIA). OUR LARGEST ENROLLMENT OF 997 WAS EXCEEDED IN 2020-2021 WITH AN ENROLLMENT OF 1015 THEN AGAIN IN 2021-2022 WITH 1057 STUDENTS.

The Opportunity

BOYD BUCHANAN SCHOOL

ABOUT US

Boyd Buchanan School seeks a visionary, Christian leader focused on the mission of the school, as its next Head of School. The Board of Trustees expects the new Head of School to begin July 1, 2022. The candidate selected will be a spiritual, experienced, servant-leader fully committed to the mission of the school.

The Head of School should understand, embrace, and support the BBS mission and statement of faith. He or she must be a person of strong faith and Godly character, personable, energetic, engaged, and attentive to details. The ideal candidate will be a proven team leader with administrative experience at an independent school and proficient in hiring, supporting, and mentoring outstanding faculty and administrators. Candidates should be able to clearly articulate a vision for K-12 Christian school, understanding how the role of Head of School strengthens spiritual formation through Christian education.

Boyd Buchanan School, founded in 1952, is located 5 miles east of downtown Chattanooga on 60 acres of land near the south Chickamauga Creek. Tucked between the mountains of Southeast Tennessee, along the beautiful Tennessee River, Chattanooga is one of America's most breathtaking cities.

With numerous residential neighborhoods on mountains, beside lakes, rivers, and golf courses or within the city, Chattanooga is a wonderful place to raise a family. Chattanooga is experiencing significant economic growth and Boyd Buchanan School has and will continue to benefit from Chattanooga's growth while serving in our local community.



Statement of Faith

BOYD BUCHANAN SCHOOL

Boyd Buchanan School offers a loving, Christ-centered environment fully nurturing the spiritual, intellectual, social, and physical potential of each student. Boyd Buchanan is a rare and special place for preparing students to walk with the Lord and embrace life's challenges with joy, courage, and wisdom.

The Boyd Buchanan School Belief Statement is in concert with the message of God as reflected in the Bible and historic Christianity. It was created to inspire the Board of Trustees, Administration, Faculty, and Staff to be like-minded and unified to accomplish God's purpose and will for Boyd Buchanan School. These statements define the perspective that shapes a Boyd Buchanan education.

We believe in one God, who exists eternally in three persons – the everlasting Father, His only begotten Son, our Lord, Jesus Christ, and the Holy Spirit. (Deuteronomy 6:4; Matthew 3:16; John 1:1; John 8:58; John 10:33–38; 2 Corinthians 13:13; Revelation 22:3)

We believe that scripture, both Old and New Testaments, is the inspired and authoritative word of God, revealed by the Holy Spirit. It provides for all humankind absolute moral truths, and is “profitable for teaching, for reproof, for correction, and for training in righteousness” so we may be complete and equipped for every good work. (2 Timothy 3:15–17)

We believe that God created the heavens and the earth and that the biblical accounts of creation indicate that it was done with purpose and design for the glory of God. (Genesis 1 & 2; Psalm 104; Isaiah 45:5–12)

We believe that God created man and woman in His own image, as free moral agents, distinct from all other living creatures. We believe they sinned by rebelling against God's stated will and thereby incurred both physical and spiritual death. We believe that the consequences of sin are universal. (Genesis 1 and 2)

We believe in the existence of Satan, sin, and evil powers. We believe that Jesus Christ's death on the cross determined the ultimate defeat of Satan and gives us freedom from sin. (2 Corinthians 11:14, Revelation 12:9, John 10:14–18, Acts 2:24, 1 Corinthians 15:3–5)

We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, true God, and true man, existing in one person and lived a sinless life upon this earth. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His presence there for us as Lord of all, High Priest and advocate. (Matthew 1:18–24, Mark 16:19, Acts 2:24, John 10:14–18)

We believe in the hope that Jesus Christ will return personally, visibly, and unexpectedly, in power and great glory, to gather his people, raise the dead, judge the nations, and bring His kingdom to fulfillment. (Isaiah 11:1–9; Matthew 24:30–31; John 14:1–3; 1 Corinthians 15:3–58; Revelation 21 & 22)



Statement of Faith

BOYD BUCHANAN SCHOOL

We believe that the Holy Spirit dwells within believers, convicts them of sin, guides them in understanding scripture, empowers them for Godly living, and equips them for service and witness.

(Romans 8:9-11, 2 Corinthians 6:16, 2 Timothy 1:14)

We believe that salvation is a free gift from God, undeserved and unearned through our good works; that we are saved by God's grace through faith in Jesus Christ; that faith shows itself in obedience to Christ through repentance, confession of faith in Him, baptism, and a life led by the Holy Spirit, manifesting the Spirit's fruit. (Acts 2:38; Romans 1:5; Romans 3:21-24; Galatians 5:6; Ephesians 2:8-10; Titus 2:11)

We believe that the church is the body of Christ and composed of believers gathered in response to Jesus Christ through the Holy Spirit. The mission of the church is to be God's redeemed community, embodying His love by worshipping God with confession, prayer, and praise in spirit and in truth; by proclaiming God's love to the ends of the earth by word and deed; by submitting to the authority of the Bible and the guidance of the Holy Spirit, rather than the dictates of man or ecclesiastical order; and by caring for all of God's creation and actively seeking the good of everyone, especially the poor and needy. (Matthew 28:19,20; John 20:21-23; 2 Corinthians 5:16-20; Galatians 3:28; Philippians 2:6-11, Romans 12, 1 John 3:17-18)

We believe in the universal worth of all humankind as God's beloved creation, and equality in honor, equity, justice, and mercy for every person. (Genesis 1:26-27, Isaiah 65:17-25, Romans 8:18-25, Ephesians 1:5, 1 Peter 2:9)

We believe that faith is far more than intellectual affirmation and impacts our actions. We believe that daily expressions of faith are vital to spiritual development, growth, and Godly community. As a result, we practice our faith openly and without fear on our campus through daily Bible study, corporate and individual prayer, regular campus chapels, and service projects. (Galatians 5:22,23; Ephesians 2:10; James 2:26)

We believe in the hope that Jesus Christ will return personally, visibly, and unexpectedly, in power and great glory, to gather his people, raise the dead, judge the nations, and bring His kingdom to fulfillment. (Isaiah 11:1-9; Matthew 24:30-31; John 14:1-3; 1 Corinthians 15:3-58; Revelation 21 & 22)



The Position

BOYD BUCHANAN SCHOOL HEAD OF SCHOOL

Job Description:

Reporting to the Board of Trustees, the Head of School at Boyd Buchanan School will execute the mission of the school, pursue its vision, and foster a Christ-centered culture focusing on community and relationships. The Head of School will oversee the financial and operational health of the school to guarantee its long-term sustainability.

Specific Duties to include:

- Exemplify and uphold the mission of BBS, protecting and enhancing the school's Christ-centered community.
- Update the current strategic plan and, in concert with the Board of Trustees, develop and execute further plans to guide the school into the future while upholding its traditions and values.
- Serve as the "public face" of the school, informing current and prospective parents about the benefits of its education, and articulating the school's mission and aspirations in order to grow enrollment, to promote philanthropic giving, and to ensure that BBS is well known, highly regarded in the local Chattanooga community, regionally within the SAIS community, and nationally within the NCSA community.
- Serve as a visible, approachable, and accessible leader who is actively engaged in the daily activities of the school.
- Promote the effective operations and ongoing progress of BBS by building a strong team, ensuring an efficient and effective administrative structure, empowering others while holding them accountable, and attracting, hiring, and retaining highly qualified, knowledgeable faculty, coaches, and administrators who support and uphold the school's mission.
- Steward the resources of the school through sound fiscal management and planning and prudent oversight and development of all funds and facilities.
- Continually refine the school's academic and extracurricular programs, updating pedagogical methods, and integrating new research in education and technology to ensure that BBS provides a first-rate educational experience.
- Ensure athletics and fine arts are exceptional.
- Play a lead role in fundraising activities by cultivating and soliciting donors both on an ongoing basis and in conjunction with future capital campaign activities.
- Strengthen relationships with alumni, stakeholders, teachers, current families, and supporters.



The Position

BOYD BUCHANAN SCHOOL HEAD OF SCHOOL

Desired Qualities and Qualifications:

- One whose dedication to the Boyd Buchanan School mission inspires the trust, confidence, and support of a wide range of constituencies and encourages the entire community to grow in it.
- Member of the church of Christ
- A trustworthy follower of Jesus who maintains confidentiality and exhibits respect in each conversation and relationship, building confidence in the position and the school through honesty and integrity.
- A strategic and visionary leader whose imagination, ability to anticipate needs and opportunities, and purposeful and courageous approach to change advances the school consistent with its mission, vision, and passion.
- Development and advancement experience
- Effectively manage people, projects, and planning
- Familiar with the accreditation process
- An open and welcoming person whose active involvement in daily life at BBS generates a strong sense of community.
- A skillful manager who optimizes a team's potential through clear communication, collaboration, high expectations, delegation, accountability, and the empowerment of others.
- Experience leading in an educational or professional setting that values scholarship and critical inquiry, encourages personal development, promotes ethical behavior, & sustains a strong sense of community.
- A successful track record in strategic planning, financial planning and administration, and managing an organization of a similar or larger size.
- A history of establishing, evaluating, and refining programs and initiatives consistent with the mission & values of BBS.
- A background that includes serving as the "public face" of an organization with internal and external constituencies such as local business, civic organizations, government leaders, and prospective students and parents.
- Strong interpersonal and communication skills to articulate a Christ-centered mission, to execute strategic initiatives, and to preserve and grow a culture that places utmost importance on relationships that define Christian community.
- Adept at building and nurturing relationships to exercise leadership among the Board, administration, faculty, staff, coaches, parents, students, and alumni.
- Sound business and financial acumen.
- Skilled at recruiting, recognizing, and retaining talented faculty and staff members and effectively training and delegating to them while ultimately remaining accountable for their results.
- Familiarity with the field of education in general, including current research, challenges & best practices.
- A strong Christian, who affirms and upholds the BBS Statement of Faith.
- An "educator at heart" who loves students of all ages and has a palpable enthusiasm for shepherding the growth of children and adolescents.
- A trustworthy servant leader who blends humility and care for others, the confidence necessary to make difficult decisions, and the calming temperament and ability to manage conflict and secure resolution.
- A highly relational person who knows stakeholders by name, invests in individuals, and desires to build Christian community.



The Position

BOYD BUCHANAN SCHOOL HEAD OF SCHOOL

Desired Qualities and Qualifications:

- A person who blends an understanding of tradition and existing culture with a willingness to challenge conventional thinking, to take prudent risks in pursuit of excellence, and to have the wisdom to differentiate and prioritize good and great ideas.
- A decision-maker who gathers input from others and is transparent regarding motivations and outcomes.

Education and Experience Requirements:

- Masters or Doctoral Degree in Education or similar field
- Experience in Christian school education; Minimum of 2-3 years
- Experience as Head of School or other administrative position required – minimum of 3-5 years preferred



at a glance

Founded: 1952

Campus Size: 60 acres

Grades: PK3-12

Total Enrollment: 1057

LS Enrollment: 412

MS Enrollment: 269

US Enrollment: 376

Retention Rate: 91%

Diversity: 16.5%

Full time employees: 134

Student/Faculty Ratio: 14:1

**Average Faculty Experience: 17.5
yrs**

**Faculty with Postgrad Degrees:
58%**

Highest Tuition: \$12,200

Annual Budget: \$11,020,000

Annual Fund: \$555,000

**Average ACT for the class of
2021: 23**

Participation in Sports: 57%

**Accreditations: SAIS, NCSA,
Cognia**





The Community

With surrounding mountains and the Tennessee river running through it, Chattanooga is a favorite for outdoor lovers. Easy access to whitewater rafting, hiking, fishing, paddle boarding, mountain-biking, and rock climbing, along with the Aquarium, Hunter Museum of American Art, shops and restaurants, our city is a wonderful place to live. The University of Tennessee at Chattanooga, an influx of innovative tech-based companies, and super-fast internet have created a thriving downtown. Chattanooga, quite simply, is a mid-size city with big-city appeal. What is it that makes Chattanooga so special? For one thing, it's beautiful. The location—alongside the Tennessee River, in the foothills of the Appalachians—gives rise to amazing views and incredible outdoor adventures. But make no mistake—Chattanooga doesn't skimp on culture, either. This is a city with state-of-the-art museums, an award-winning freshwater aquarium, multiple sports teams, and vibrant festivals of all kinds. It's also in tune with modern-day expectations: In 2010, it became the first city in the entire Western Hemisphere to offer 10-gigabit-per-second Internet service to 100% of its residents and businesses. Chattanooga has so much going on that it's earned three nicknames: Gig City, Scenic City, and Adventure City. To top it off, it's a shopping mecca and a foodie's delight, with a rapidly diversifying restaurant scene that offers treats for every palate.

Average Temperatures: Winter: 52/33 Spring: 72/49 Summer: 89/68 Fall: 73/51
Population: 563,104

Airport: Chattanooga Metropolitan Airport

Average Property Tax: 0.87%

No State Personal Income Tax; No State Property Tax; Sales Tax: 9.25%





Application Process

To Apply:

All candidates will be treated with the utmost confidentiality and discretion. Interested candidates should submit the following to headsearch@bbschool.org

- Interest cover letter
- Curriculum Vita or Resume
- Statement of personal Christian faith
- Leadership philosophy statement which speaks directly to the mission of Boyd Buchanan School

List of three to five professional references with name, phone number and email address. (References will not be contacted without prior permission from the candidate).

APPLICATIONS RECEIVED BY JANUARY 31 WILL RECEIVE PRIORITY CONSIDERATION

