



# Opportunity Profile

HIGH SCHOOL PRINCIPAL  
SMITHVILLE CHRISTIAN HIGH SCHOOL

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Smithville Christian High School is seeking an experienced and relational Principal (Administrator) for the start of the 2024/2025 school year.

The Principal is responsible for all facets of the institution including, but not limited to, enacting the school's vision/mission and strategic priorities, meeting the school's fundraising goals, maintaining educational accreditation, and managing finances, facilities, development, and human resources. The Principal will report to the board and be responsible for all day-to-day aspects of the school, board relations, curriculum, administration, and contribute to the long-term success of the school. The Principal builds, trains, and leads a highly qualified faculty, and pursues building community with external stakeholders. Partnering with staff and parents, they attend to the intellectual, spiritual, moral, and physical growth of each student.

If you are both a servant leader and professional educator who believes in the value and relevance of Christian education, we would love to hear from you!





## WHO WE ARE

Smithville Christian High School is an independent Christian school in the heart of the Niagara Region. Offering excellent, Christ-centered education to students in Grades 9 to 12, our core purpose is to train students to live as responsible disciples of Jesus Christ. We accomplish this purpose by shaping our instruction and relationships around our core values: Belong, Believe, Succeed. Smithville Christian High School is a member of Christian Schools International and Edvance Christian Schools Association.



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## SMITHVILLE CHRISTIAN HIGH SCHOOL - A PLACE WHERE STUDENTS...

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### BELONG

- Accept others and celebrate their uniqueness
- Collaborate with other learners
- Extend the gift of hospitality

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### BELIEVE

- Yearn for wisdom
- Learn Christian discipleship
- Worship meaningfully
- Discern the value of cultural trends
- Demonstrate integrity

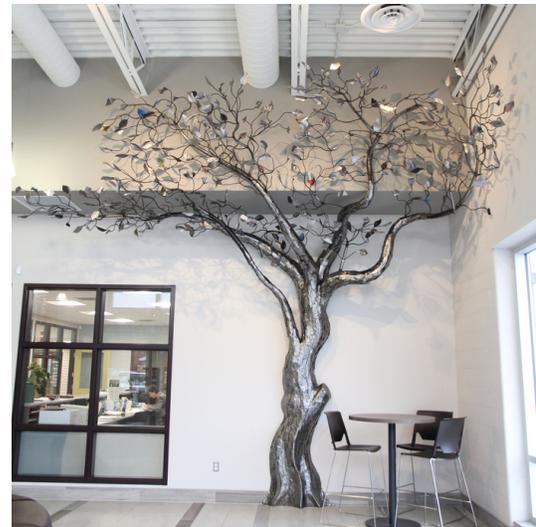
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### SUCCEED

- Greet learning opportunities with curiosity and awe
- Lead and follow with a servant's heart
- Shape culture
- Plan for post-secondary success
- Seek God's calling

# KEY RESPONSIBILITIES

- Actively model and support a commitment to the school's mission, vision, and values and provide visible, relational, and spiritual leadership to the faculty and student body.
- Articulate a vision for 21st century Christian education curriculum that fosters relevant skills for various post secondary paths.
- Study and discern current educational trends and implement best practices and technologies for excellence in education and effective operation of the school.
- Develop, maintain, and encourage a safe, inviting, and collaborative school culture where staff and students experience great educational outcomes.
- Mentor and supervise staff, encourage them in positive and respectful relationships, inspire quality pedagogy, and engage them in meaningful and relevant professional development.
- Develop and ensure a healthy relationship with the board and keep the board informed of all financial, legal, risk, and strategic matters.





- Advise and assist the board by making sound recommendations that support board policies.
- Build relationships within the school community, supporting churches, partner schools, and agencies.
- Act as the face and voice of the school through quality, timely, and effective communication to the school's full constituency and the community at large.
- Ensure that there is thoughtful budget development, accurate financial management, and effective financial reporting to the board.
- Ensure financial sustainability and longevity of the school by cultivating relationships with donors, foundations, and educational partners.
- Establish effective processes and oversee faculty recruitment to provide excellence in all aspects of organizational health and development.

# CORE COMPETENCIES

- Vision.
- Servant leadership style.
- Collaborative and faith-based leadership style.
- Humility, authenticity and professionalism.
- Networking and relationship-building skills.
- Emotional intelligence.
- Excellent verbal and written communication skills.
- Public speaking skills.
- Active listening skills.
- Conflict management and confrontational skills.
- Diplomacy.
- Effective planning, organizing, and prioritizing skills.
- Strategic thinking and execution skills.
- Accountability and dependability.
- Critical thinking and problem-solving abilities.
- Financial acumen, management, and budgeting skills.
- Strong technology skills.

# QUALIFICATIONS

- Bachelor's degree and a current teaching degree.
- CSTC, CSPC, OCT, and/or PQP are assets.
- Master's degree that is completed or in progress.
- Teaching/classroom experience at the high school level.
- 5+ years of demonstrated leadership experience in a Christian school.
- Must demonstrate a Christian worldview of creation, fall, redemption, and restoration.
- Active Christian faith walk as demonstrated by involvement in a local church.
- Fully committed and aligned with the Statement of Faith and Christian Living Policy.
- Proven experience managing both operational and capital budgets.
- Must be a visionary leader who reflects the mission of and passion for Christian education.
- Able to work with all stakeholders to develop short, medium, and long-range plans.
- Proven track record of successfully working with a board.
- Eligible to work in Canada.

# OUR SEARCH TEAM



**KEITH KNIGHT**  
LEADING THE SEARCH

[keith@nelsonandkraft.com](mailto:keith@nelsonandkraft.com)  
519.831.5765

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders. He inherited a small group of business leaders consisting of seven chapters in southern Ontario and grew the organization into a national network of 70 chapters with a database of 6,500 professional leaders, including about 80 Christian non-profits.



**JEFF PITCHFORD**  
SUPPORTING THE SEARCH

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647.409.2922

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.



**MATT ROBBERSTAD**  
SUPPORTING THE SEARCH

[matt@nelsonandkraft.com](mailto:matt@nelsonandkraft.com)  
613.355.1412

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Location:** Smithville, ON

**Application Deadline:** January 12, 2024

**Short List Interviews:** February 2024

**Start Date:** September 2024

**Salary Range:** \$106,000 - \$126,000

## HOW TO APPLY

**Please forward a PDF of your resume and cover letter to [info@nelsonandkraft.com](mailto:info@nelsonandkraft.com).  
Include "Smithville - Principal" in the subject line.**

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Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.