



OPPORTUNITY



PROFILE

HEAD OF SCHOOL

# New Life Academy

Woodbury, MN

# GREETINGS

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Dear Prospective Head of School Candidate,

On behalf of all of us at New Life Academy (NLA), thank you for your interest in our Head of School (HOS) search. We trust that this profile will give you a solid introduction to our excellent school, as well as the key qualities and characteristics of the leader we seek. The NLA community is praying for our next HOS and looks forward to seeing who God will bring to lead us into the future.

Since our founding in 1977, NLA has been where tomorrow's Christ-centered leaders are being developed today. Our mission is to educate and energize each student to impact their world for Jesus Christ and to reach their full potential in scholarship, leadership and service out of love for God and one another. We seek a HOS who will join and lead our dedicated faculty, staff, board, and families in moving NLA forward as we provide exceptional spiritual and educational learning experiences which will equip them to fulfill God's unique purpose for their lives.

We encourage you to read through this Opportunity Profile and to further explore our website for additional information. If you are interested in pursuing this opportunity, please reference the Process of Candidacy page at the end of this document to begin the application process. If you have any questions, please contact Laura Coverstone or Ed Poff (615-261-4623), the JobfitMatters Consultants who are assisting New Life Academy in this search.



**PETER GERMANN**

*HOS Search Committee Chair*







# OVERVIEW

New Life Academy was established in 1977 as a ministry of New Life Church. It is a private Christian school located in Woodbury, Minnesota, a suburb of St. Paul. The school was founded by a group of individuals who desired to spread God's Word with the hope of seeing people in the surrounding areas of St. Paul experience New Life in Christ. In the Academy's 40-year history, staying true to its mission has remained the highest priority: to educate and energize each student to impact their world for Jesus Christ and to reach their full potential in scholarship, leadership, and service out of love for God and others.

The original location of the school was in South St. Paul at First Baptist Church. In 1979, after the Lord provided 22 acres in Woodbury, the Church and Academy moved to 6758 Bailey Rd. At that time, NLA operated with a gymnasium, small kitchen, four bathrooms, twelve classrooms, a small library, a school office, and a PreK-6 enrollment of 176. The campus now has 134,000 square feet that rests comfortably on a beautiful 40-acre site.

The facility contains more than 50 classrooms, a worship center, an Innovation center with digital media and recording studio, cafeteria, maker space, biology lab, chemistry lab, band and choir rooms with individual practice rooms, two gymnasiums – one with a stage for drama, two playgrounds, and a large rectangular athletic practice field. The EE-12 enrollment this 2018- 2019 school year is 732.

There are many reasons to celebrate the ways God has blessed NLA in the past and anticipate great blessings in the future. Historically accredited by ACSI, NLA was recently awarded its first dual ACSI/AdvancEd accreditation for a 5-year term with no interim visit required. While New Life Academy shares space and mission focus with New Life Church, NLA engaged with Independent School Management (ISM) during the 2010-2011 school year to help the church and school to form a school board, the Governing Council, a positive step in the school's growth. Faced with several leadership changes in recent years, New Life Academy's leadership has looked closely at ways to help the next Head of School and his/her team successfully flourish in NLA's next chapter. The Governing Council's genuine desire is to allow the next Head of School to lead a dedicated staff toward even greater effectiveness operationally, while the GC remains at the policy-making level.

A recent survey showed significant unanimity between what the faculty, staff, and Governing Council desire in the next Head of School. They seek a leader who can 1) Prioritize existing programs and directions and then focus resources on those priorities, 2) Improve the efficiency of the school to make better use of resources, and 3) Develop the teamwork of the faculty and administration. Across the board, constituents at New Life Academy are looking for a leader who can build the team, work collaboratively, provide decisive leadership, and recruit and retain high quality staff. The potential for this standout school is significant as the only Christian school of its kind in the rapidly growing Woodbury area of the Twin Cities. In addition, New Life Church is experiencing rapid growth and desires to partner effectively with NLA.

For more information about New Life Academy, visit the website at [www.newlifeacademy.org](http://www.newlifeacademy.org).



*To develop  
tomorrow's  
Christ-center  
leaders today.*

# MISSION & VALUES

**MISSION STATEMENT** - Our mission at New Life Academy is to educate and energize each student to impact their world for Jesus Christ and to reach their full potential in scholarship, leadership and service out of love for God and one another.

**VISION STATEMENT** - To develop tomorrow's Christ-centered leaders today.

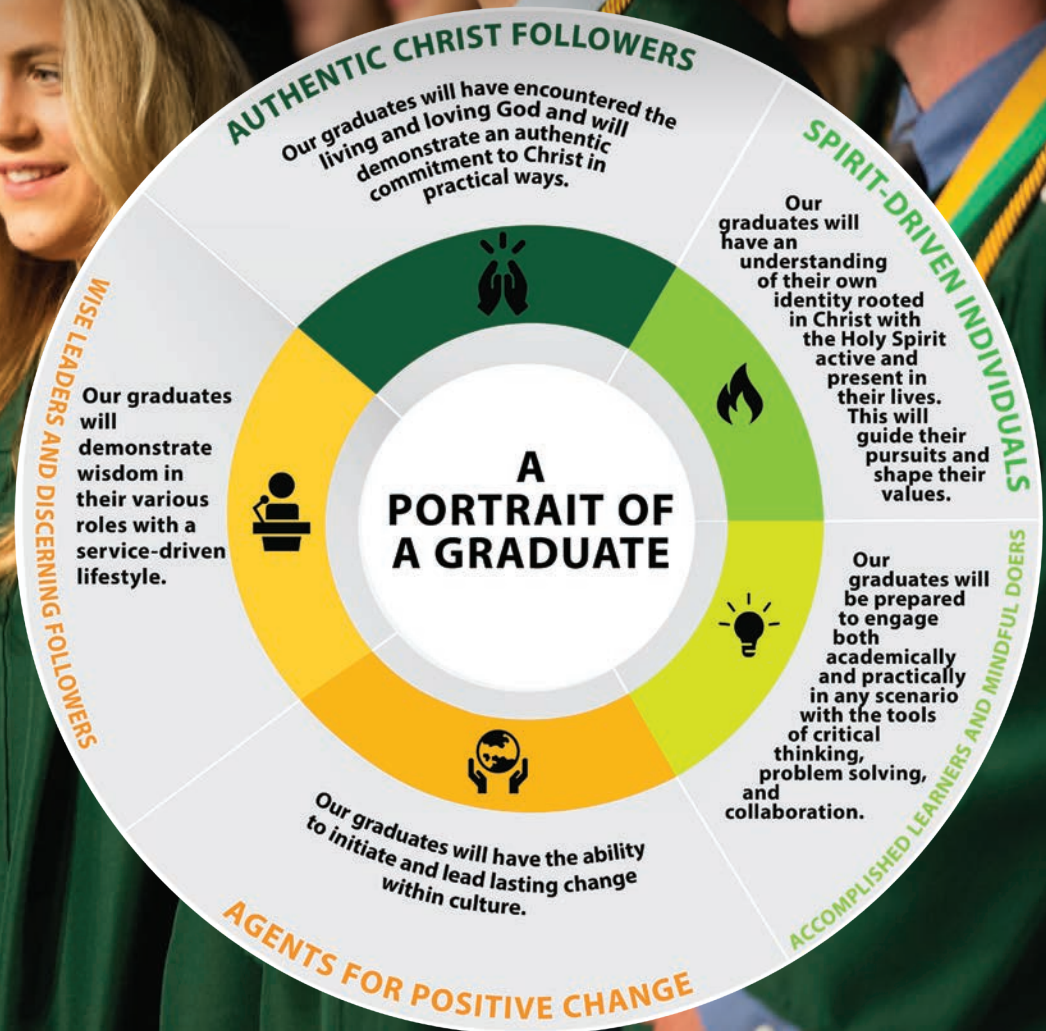
To do this we will provide an exceptional spiritual and educational learning experience which will equip students to fulfill God's unique purposes for their lives. We will create an environment in which faculty, staff, students and families treat one another with Christ-like love in all circumstances. We are committed to growth in response to our delivery of excellence and continuous improvement in academics, athletics, and fine arts, as well as our ability to build character and produce Godly leaders. We will teach and model high performance, integrity and Christian values at a tuition cost which is well worth the investment. We will remain financially disciplined to ensure that our facilities, programs, technological capabilities and needs-based financial assistance fully support the Academy's Vision.

## CORE VALUES

- Pursue Excellence in Educating and Preparing Student for Life
- Teach and Model an Authentic Christian Life and Worldview
- Treat Others as Individually Valued and Uniquely Created
- Create Vibrant Relationships with Students and Families
- Provide a Transformative Educational Experience for an Exceptional Value



# PORTRAIT OF A GRADUATE







# STATEMENT OF FAITH

- **The Word of God** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and having supreme authority in all matters of faith and conduct.
- **The Trinity** We believe that there is one living and true God, eternally existing in three Persons; that these are equal in every divine perfection, and that they execute distinct, but harmonious offices in the work of creation, providence, and redemption.
- **God the Father** We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers and that He saves from sin and death all who come to Him through Jesus Christ.
- **Jesus Christ** We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His substitutionary atoning death, bodily resurrection and ascension into heaven, perpetual intercession for His people, and personal visible return to earth.
- **The Holy Spirit** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.
- **Regeneration** We believe that all men are sinners by nature and by choice and are, therefore, under condemnation and that there are no good deeds that a person can do to free himself from condemnation. We believe that those who receive Jesus Christ as Lord and trust in Him by faith as the only way to salvation are regenerated by the Holy Spirit.
- **The Last Things** We believe in the personal and visible return of the Lord Jesus Christ to the earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal peace and joy of the righteous, and the endless suffering of the wicked.
- **The Church** We believe in the universal church: a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church: consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the local church the primary task of giving the gospel of Jesus Christ to a lost world.
- For NLA's positions on social issues, [see https://www.newlifeacademy.org/about-nla/what-we-believe/](https://www.newlifeacademy.org/about-nla/what-we-believe/).



# HISTORY

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- 1977** In 1977, Dick and Patti Wiens were called to start a church and school. In January, New Life Church started a Pre-K pilot program. New Life Christian School officially opened with Pre-K and kindergarten classes.
- 1979** The school year opened in the new building on Bailey Road. Since then, NLA has completed four additional building projects.
- 1983** NLA's first graduating class of one student was in 1983.
- 1991** New Life Christian School changed its name to New Life Academy.

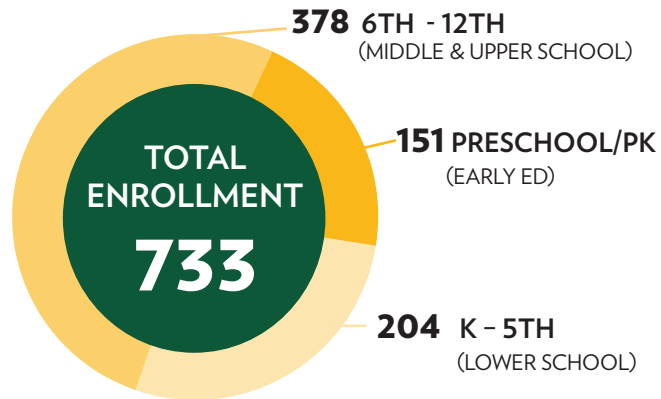
## ACCOMPLISHMENTS AND TRADITIONS:

- Annual Spiritual Emphasis Week
- Many student service projects at home and abroad
- 50 Conference or Tournament championships
- 5 State softball championships
- 2 State baseball championships
- 1 State Stunt Cheer championship
- Multiple Superior awards at MSHSL competitions
- 4 Hennepin Theater Spotlight Awards
- Innovation Lab renovated in 2018 to accommodate an Engineering lab, Makerspace center, Robotics program, Recording studio
- 15% Innovation Portfolio (15% IP) program modeled after 3M successful 15% time initiative.
- New Entrepreneurship class that places students in "Shark Tank"-style competitions and career-ingrained learning with local businesses
- Preschool program has been named Best in Woodbury 2016, 2017, and 2018 (2019 results TBD)

To see the New Life Academy 40th Anniversary video, [click https://youtu.be/iNiyHWOCjyI](https://youtu.be/iNiyHWOCjyI)

# AT-A-GLANCE

## ENROLLMENT



**17 %**  
ETHNIC DIVERSITY

**1308**  
ALUMNI



**85**  
DIFFERENT  
CHURCHES  
represented



**40** CITIES and  
**3** COUNTRIES  
represented in the  
student body

## FINANCIAL AID

NEW LIFE ACADEMY OFFERS VARIABLE TUITION, a range that spans from **50-90%** of the full cost of education. Variable Tuition is a need-based program that adjusts tuition rates to meet a family's unique financial position. In 2018-2019, **\$636,344** in reduced tuition was offered to **25%** of NLA families.

## FACULTY

**80** → **35** **21**  
FACULTY MIDDLE & UPPER SCHOOL LOWER SCHOOL

HOLD ADVANCED DEGREES **30%**

**18-24** AVERAGE CLASS SIZE

**11:1**  
STUDENT/FACULTY RATIO



## FINANCIAL



ANNUAL BUDGET 2018-2019: **\$8 M**  
GIVING FOR 2017-2018: **\$569,812**  
(annual fund and foundation giving)  
TOTAL DEBT: **\$4 M**

## TUTION 2019-2020



GRADES K-5: **\$10,100**  
GRADES 6-8: **\$11,625**  
GRADES 9-12: **\$12,400**

## CLASS OF 2018



**84%** FOUR-YEAR college placement  
**6.5%** TWO-YEAR college placement  
**6.5%** participated in a program during a gap year  
**3 %** entered a branch of the **US MILITARY**

CLASS OF 2018 ACT SCORES  
MEAN **25**, TOP 75% **29-33**

## COLLEGE MATRICULATION



College matriculation list from the Classes of 2007-2018 can be found at [2018 School Profile](#).

## ACADEMICS



**108** COURSES & ELECTIVES  
**18** HONORS & COLLEGE LEVEL COURSES  
**9** ADVANCED PLACEMENT COURSES  
**8** MULTI-DAY LEARNING EXCURSIONS

## ACCREDITATION

NEW LIFE ACADEMY is dually accredited by the Association of Christian Schools International and AdvanceED.



# THE POSITION

The **HEAD OF SCHOOL** is responsible for the effective general management of the school, ensuring the provision of academic leadership and strategic vision, and for the quality of the student experience. New Life Academy has more than 700 students ranging from pre-school through 12th grade. The Head of School reports to the Governing Council.

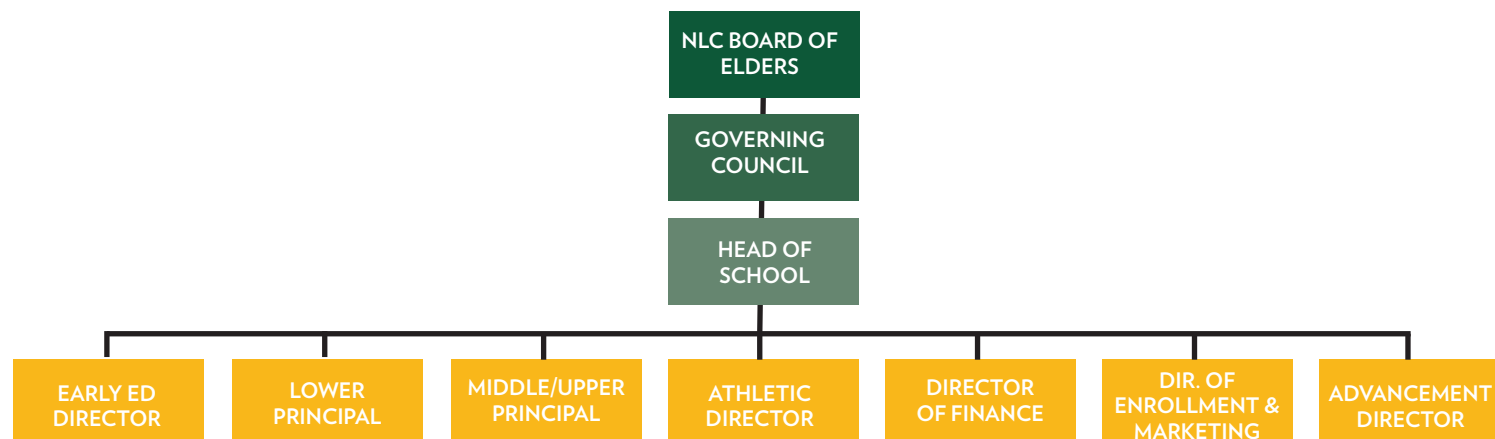
New Life Academy is a ministry of New Life Church, so it is critical that the Head of School serve as a key partner to and supporter of the leadership of the Church. The Church is growing and flourishing under the leadership of Pastor Brett Lilly, who accepted the call to NLC in 2017. He is a champion of New Life Academy as an integral part of New Life Ministries and is building a broad vision for outreach, services, and ministry to the Twin Cities and beyond. The right candidate will think creatively with Pastor Lilly about how the church and school can strategically partner to impact the world for Christ.

NLA's next leader must be a committed, mature Christian who understands Christian education and has a track record of accomplishment in that realm. In addition, this leader needs to be someone who has a commitment to academic excellence, understands the operational aspects of running a school, has strong executive management skills, is an excellent team leader and has made/can make effective key hires, and has experience in cultivating donors.

The ideal next Head of School will have an engaging personality, genuinely captivated by and caring about all the constituent groups of the school. This person should have an empowering, servant leadership management style, adept at listening, building consensus, and energizing and inspiring both staff and community - on the campus and off.

New Life Academy's next Head of School will embrace and advance the school's mission and be able to enthusiastically communicate the vision to others in a manner that inspires trust and confidence. Strong written and verbal communication skills are foundational and should be compelling, courageous, and inspirational as vision is cast on a daily basis.

Under the current school structure, the administrative team supporting the Head of School includes the following: Early Ed Director, Lower School Principal (Interim), Middle/Upper School Principal, Athletic Director, Director of Finance, Director of Enrollment and Marketing, Advancement Director, and Assistant to the Head of School.



# HEAD OF SCHOOL RESPONSIBILITIES:

## VISION AND LEADERSHIP

- Effectively directs educational school programs, including academics; religious, cultural, arts, athletics, and community service programs; and extended-day programs.
- Fosters a challenging educational environment that strives to support, care for, and nurture each student and helps develop each student's academic, moral, spiritual, physical and emotional growth.
- Sets a standard of excellence for all aspects of NLA's program, including working with division heads to develop curriculum.
- Is responsible for supporting the recruiting efforts and motivating an outstanding and diverse faculty.
- Plays a leadership role in admissions, including recruiting and serving an ethnically and socio-economically diverse student body.
- Leads the accreditation process and helps to ensure the School's professional standing.
- Fosters a positive and safe school environment for the entire New Life community.
- Champion's and leads the school Innovation Initiatives maximizing partnerships with local business and industry leaders.



## ADMINISTRATION

- Oversees the School's business and financial management, including annual budget formulation, stewardship of resources, planning and financial forecasting and reporting.
- Is responsible for hiring and supervising faculty and staff.
- Develops and administers operating and personnel policies for the School.

## DEVELOPMENT, GROWTH AND PLANNING

- Works with the Head of School Executive Committee and Governing Council to identify capital, staffing and faculty requirements needed for the School to achieve its mission.
- With the Governing Council assistance, provides guidance on long-range strategic planning and implements directives and policies.
- Plays a leadership role in development and fundraising, including solicitation of major gifts, cultivation of relationships with the School's supporters and potential supporters.
- Plays an active, visible leadership role in the Annual Fund campaign, special fundraising events and capital campaigns.

## COMMUNITY BUILDING

- Maintains an environment of openness and trust, recognizing the needs, concerns and expectations of students, faculty and staff, parents and the wider New Life Academy community.
- Promotes the School in the metropolitan community, the independent school community and Christian school organizations.
- Represents the School to its various constituencies, including parents, grandparents, alumni, friends, educational organizations and the New Life Academy community.







# QUALIFICATIONS

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## SPIRITUAL

- A committed and “born again” Christian as described in John 3
- Qualified as a biblical leader in accordance with scripture
- A godly example of servant-leadership
- An active supporting member of New Life Church, agreeing with the church’s vision and mission

## EDUCATION AND EXPERIENCE

- At minimum, a Master’s degree in educational leadership/administration; classroom teaching experience highly preferred
- 7-10 years experience in a leadership role (Christian school experience preferred)
- Knowledge and experience in all areas of school administration

*For God so loved the  
world that he gave his  
one and only Son, that  
whoever believes in  
him shall not perish but  
have eternal life.*

JOHN 3:16



# EXPECTATIONS

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Successful leadership in any educational institution is judged by how well its leader meets the expectations of its governing body, meets the needs of its students, and responds to the input of its faculty, administration, parents, and other constituent groups. New Life Academy's current Strategic Plan 2017-2022 contains these Objectives. Each objective is outlined further and supported by 3-5 Key Action Plans, detailed in the full document:

- 1. SPIRITUAL DEVELOPMENT** *NLA will establish a student-focused educational environment which consistently and uniformly demonstrates and teaches Christian values, and which encourages students to become authentic Christ-followers.*
- 2. EDUCATION PROGRAM AND DELIVERY** *NLA will consistently deliver an excellent student-focused educational experience and equip its faculty and staff to deliver a high level of effective teaching that is Christ-centered and models the faculty's Standards of Professional Excellence.*
- 3. CULTURE** *NLA will establish a culture that consistently models, reflects, and teaches its Mission in order to equip students to learn with honor, lead with courage and serve with compassion.*
- 4. FINANCIAL SUSTAINABILITY AND DEVELOPMENT** *NLA will maintain a disciplined financial model designed to ensure long-term institutional sustainability as well as establish an engaged major donor base and a vigorous culture of giving.*
- 5. ADVANCEMENT AND GROWTH** *NLA will develop a robust marketing program, communication plan and an admissions process to encourage and embrace growth in response to the consistent and innovative delivery of its Mission.*
- 6. OPERATIONAL EFFECTIVENESS** *NLA will improve the efficiency and effectiveness of its operational capability as well as its student, family and community engagement through a transformative organizational design assessment, process and systems development, technology delivery and innovation and enhanced communication with its supporters and stakeholders.*





# IDEAL CANDIDATE

## WHERE IS THE IDEAL CANDIDATE TODAY?

The ideal candidate will likely come from a Christian school, but the right leader may come from a variety of vocations. We believe someone from one of the following areas will likely have the skills and experiences that are needed to lead New Life Academy. The candidate may approximate one of these descriptions. This list is not meant to be exhaustive, but rather to encourage potential candidates to understand the breadth of experiences that may fit well in this position:

- An experienced leader of a Christian school with at least 500+ students
- A successful private or public school leader who believes wholly in Christian education, has a solid Biblical background, and preferably teaching experience in a Christian school
- A successful and rising head of a Christian school
- Possibly an organizational leader outside education who brings significant years of Board experience, and has a strong understanding of non-profit organizations and fundraising, and significant passion for Christian education and its kingdom impact



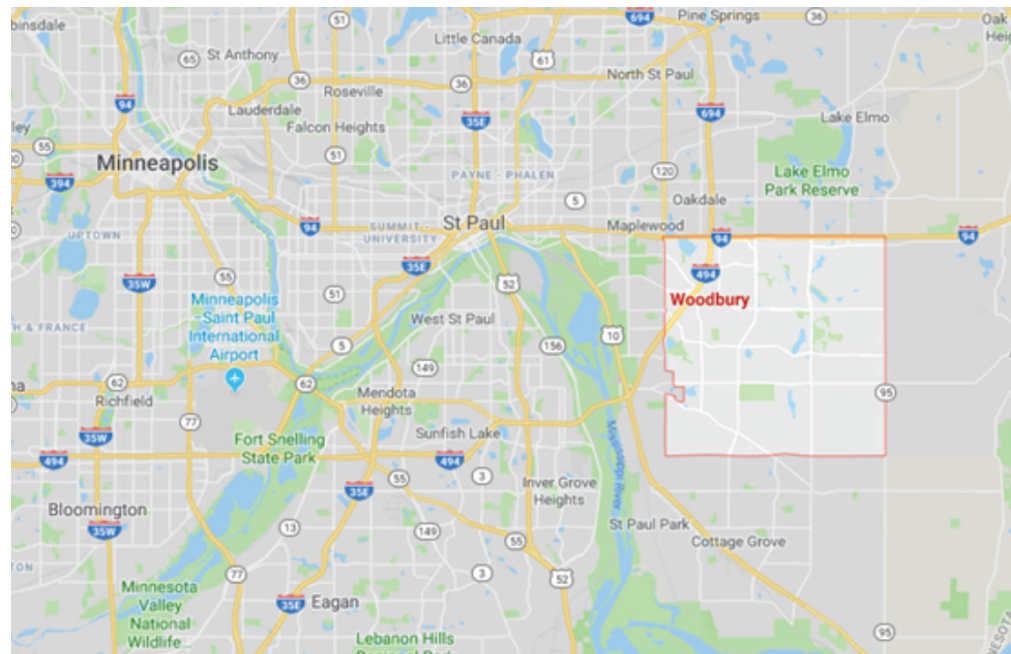


# THE LOCATION

## WOODBURY, MINNESOTA

A suburb of St. Paul in southeastern Minnesota, Woodbury is a burgeoning city whose population has grown by about 1,000 residents a year since 2010. A good portion of the economy is retail, and the city features 45 public parks and 100 miles of trails.

“Woodbury, Minnesota is widely considered one of the top places in the Twin Cities area to raise a family, thanks to highly rated schools and ample opportunities for outdoor recreation,” according to *CNN Money*. In 2012 and 2018, Woodbury was ranked the 10th best place to live in America combining economic growth, affordability, and quality of life by *Money* and *24/7 Wall Street*. Woodbury is home to one of the best educated populations of U.S. cities.







# PROCESS OF CANDIDACY

If you sense that the gifts and experience God has given you are a good match for New Life Academy, we invite you to begin the inquiry process. We handle all candidate information and conversations confidentially. You may contact Laura Coverstone at any stage of the process for more information and to ask questions (see contact information below).

Please provide the following for review:

1. A current resume
2. Responses to the following essay questions:
  - Describe your spiritual journey of faith in Jesus Christ. Indicate how God is using you in your work, in your church and in your community. How has your relationship with Jesus shaped your career and influenced your decision to apply for this position?
  - Describe your experience with Christian education, both personally and professionally. How would you define the marks of “educational excellence” in a 21st century Christian school?
  - Provide the names and contact information (telephone numbers and email addresses) for four references who know you and your career well enough to comment on your suitability for the Head of School position at NLA. References will only be contacted after we have requested and received your permission to do so.

Submit this information in one document or PDF to:

Laura Coverstone

JobfitMatters

[resumes@jobfitmatters.com](mailto:resumes@jobfitmatters.com)

Phone: 615-261-4623

In the subject line of the email, please write “New Life Academy HOS.”



## SEARCH TIMELINE:

All candidate information will be reviewed upon receipt and candidate review will continue until a Head of School is selected. New Life Academy welcomes candidates who can begin either July 1, 2019 or July 1, 2020. The quality of the candidate is more important than the start date.