



West Fallowfield Christian School

795 Fallowfield Rd. Atglen, PA 19310 | (610) 593-5011 | www.wfcs.org

INTERIM/PERMANENT HEAD OF SCHOOL

Job Description

About Our School

West Fallowfield Christian School has been making a difference in children's lives since 1941. For over 85 years, we have partnered with families and churches to nurture children on their spiritual, academic, and social-emotional journey. We provide a solid, Christ-centered academic experience, laying the foundation for students to faithfully serve God. WFCS is a private, preschool through twelfth grade school, passionate to teach, model, and infuse Biblical principles in all aspects of our day. We strive to create an environment where children feel safe, respected, and seen as the unique individuals God created them to be.

Overview

We are seeking a Christ-centered, visionary leader to serve as Head of School. This individual will provide spiritual and strategic leadership, guiding the school in fulfilling its mission and advancing its long-term vision.

The Head of School serves as the chief executive of the institution, focusing on Advancement, Admissions, and Marketing, while working in close partnership with the Board of Trustees. This role provides leadership to the principal, who oversees daily operations and academic programming.

Qualifications

The ideal candidate will be a mature Christian leader with a passion for Christian education and a demonstrated ability to lead and grow an organization, and will possess:

- A vibrant, personal relationship with Jesus Christ and a commitment to biblical truth
- A clear calling to Christian education and alignment with the school's mission and statement of faith
- Strong relational leadership and the ability to build trust across a diverse community
- Excellent communication skills, both written and verbal
- Strategic thinking and organizational leadership experience
- Proven ability in advancement, fundraising, admissions, or organizational growth

Experience & Education:

- Minimum of 5 years of leadership experience
- Master's degree in educational leadership or related field
- ACSI Superintendent and/or Principal Certification preferred

Key Responsibilities

Spiritual & Mission Leadership

- Champion the school's mission and ensure it is consistently reflected in all aspects of school life
- Model Christ-centered leadership and cultivate a spiritually vibrant community
- Lead with wisdom, humility, and a pastoral approach to relationships and decision-making

Strategic Leadership & Board Partnership

- Lead the execution of the school's strategic plan
- Serve as the primary liaison to the Board of Trustees
- Provide clear communication, reporting, and insight to support Board governance and decision-making
- Collaborate with the Board on long-term vision and institutional priorities



West Fallowfield Christian School

795 Fallowfield Rd. Atglen, PA 19310 | (610) 593-5011 | www.wfcs.org

Leadership & Organizational Alignment

- Provide direct leadership and support to the principal
- Ensure alignment between the school's daily operations and its mission and strategy
- Foster a healthy, unified leadership culture across the organization
- Give primary fiscal oversight to the school budget and capital expenditures
- Supervise the business manager and supply financial reports to the board

Advancement & Development

- Lead all fundraising and development efforts
- Cultivate meaningful relationships with donors, supporters, and partners
- Partner with the Board to plan and execute advancement initiatives
- Promote a culture of generosity and stewardship

Admissions & Enrollment

- Oversee admissions strategy and enrollment growth
- Build relationships with prospective families and represent the school to new communities
- Ensure a welcoming, mission-aligned admissions process
- Monitor enrollment trends and implement growth strategies

Marketing & Communications

- Serve as the primary spokesperson and ambassador for the school
- Oversee branding, marketing, and communications strategies
- Strengthen the school's visibility and reputation in the community
- Communicate regularly with families, supporters, and stakeholders

Community Engagement

- Build strong relationships with families, alumni, churches, and community partners
- Represent the school at events, meetings, and public gatherings
- Advocate for the value and mission of Christian education

Role Distinction

The Head of School focuses on vision, leadership, and external engagement. The principal leads internal operations, including academics, faculty, and daily school management. The Head of School works closely with the principal to ensure alignment with the school's mission and strategic goals.

Application

To apply, please send a cover letter, resume, and three references to the search committee at recruiting@wfcs.org.