



PENN CHRISTIAN ACADEMY

Butler, Pennsylvania

KNOW | LEARN | SERVE | LEAD

"Equipping biblical worldview thinkers who serve and lead in the name of Christ."

HEAD OF SCHOOL

Penn Christian Academy is prayerfully seeking an exceptional Head of School called by God to lead our school into its next season of growth and impact. Located in Butler, Pennsylvania, PCA partners with families and churches to provide a biblically integrated education that prepares students to know Christ, pursue academic excellence, serve others, and lead for God's glory. This is far more than an administrative role — it is a ministry, guiding the school's spiritual culture, academic excellence, financial strength, and Kingdom impact alongside the Board, faculty, staff, parents, and supporting churches.

THE LEADER WE ARE SEEKING

- A committed follower of Jesus Christ with a vibrant, growing relationship with the Lord
- In full agreement with the school's biblical beliefs, mission, and philosophy of Christian education
- A servant leader who leads with humility, wisdom, integrity, and grace
- A visionary capable of inspiring faculty, students, parents, donors, and the broader community
- A strategic thinker experienced in organizational leadership, financial stewardship, enrollment growth, and long-term planning

PRIMARY RESPONSIBILITIES

- Provide spiritual leadership that keeps Christ at the center of every aspect of school life
- Lead implementation of the school's mission, vision, and strategic priorities
- Recruit, mentor, and develop outstanding Christian faculty and staff
- Build strong partnerships with families, churches, alumni, and community supporters
- Oversee financial stewardship, budgeting, fundraising, and enrollment growth
- Ensure operational excellence with integrity, accountability, and wise stewardship

DESIRED QUALIFICATIONS

- **Faith:** A confessed and demonstrated commitment to Jesus Christ and active involvement in a local church
- **Education:** Master's degree in education, school administration, or a related field
- **Experience:** 5+ years in educational leadership, preferably in a private or Christian school setting
- **Certification:** Must hold or be eligible to obtain ACSI Head of School certification, including the Christian Philosophy of Education (CPoE) requirement
- **Skills:** Strong interpersonal and public speaking abilities, financial management and budgeting, and the ability to resolve conflicts with grace and biblical wisdom
- **Personal:** Professional in appearance and conversation; flexible and approachable in daily interactions

HOW TO APPLY

1. A current resume
2. A cover letter (no more than 4 pages) addressing: (a) your spiritual journey of faith and how God is using you in your work, church, and community; (b) how your relationship with Christ has shaped your career and this decision; (c) your experience with Christian education, personally and professionally; (d) how you define educational excellence in a Christian school; and (e) your leadership and management style and the strengths you'd bring to PCA
3. Three references: (1) a supervisor or direct report, (2) your current pastor, and (3) a colleague or peer

THE SEARCH AND SELECTION PROCESS

The search is led by the PCA School Board Search Committee, which may also include staff and parents. Final selection is made by the PCA School Board. The process will be professional and consistent, affording all candidates the same considerations, with reasonable efforts made to protect confidentiality.