



Opportunity Profile

ASSISTANT HEAD OF SCHOOL
PACIFIC ACADEMY

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Pacific Academy is looking for servant leader and strategic thinker with a heart for Christian education to join their team as Assistant Head of School.

Grounded in the belief that all children, regardless of abilities or limitations, are created in the image of God and should be given every opportunity to grow and develop their God given abilities, the role of the Assistant Head of School is to help all children flourish.

Working closely with the Head of School, the Assistant Head serves as a key member of the senior leadership team, playing a strategic role in shaping and implementing the school's mission and vision and helping oversee daily operations.

As part of the portfolio, this role includes overseeing the development, implementation, and assessment of curricular and co-curricular programs that support the spiritual, academic, social, and emotional growth of students.

If you are an experienced school leader, we would love to connect with you.



WHO WE ARE

A unique school with a special mission

Empowered by the Holy Spirit, Pacific Academy seeks to create an inspiring community of Christ-centred learners equipped to lead and serve.

Our story

Pacific Academy was founded in 1985 by BC area spiritual and educational leaders who wanted to create a place where kids could receive the very best academic and spiritual education possible. Today, our school has grown to become a student body of more than 1400, housed on a 40-acre campus in North Surrey.

We are unabashedly Christian to the core and emphasize the life-changing importance of a relationship with Jesus Christ in all that we do. What's more, we believe in living out that commitment by integrating an exciting outreach program. In fact, all students - from junior kindergarten through grade 12 - have opportunities to serve in the local community as well as internationally for our High School students.

Four schools in one

While Pacific Academy is one school with a unified mission, purpose, and vision, we've found it better serves our students to structure the campus into four structure divisions so kids can spend the majority of their day surrounded by fellow students close to their age.

- Primary (Jr. K. through grade 2): giving young children a solid foundation.
- Intermediate (Grade 3-5): shepherding and challenging children as they serve, while growing academically and spiritually.
- Middle School (Grade 6-8): guiding young lives as they move towards independence.
- High School (Grade 9-12): equipping students to love God and serve others as they mature into young adults.



OUR VISION

To be global servants through Christian education.

OUR MISSION

Empowered by the Holy Spirit, Pacific Academy seeks to create an inspiring community of Christ-centred learners equipped to lead and serve.

Providing a top-rate education for children of all ages is at the core of everything we do as we interweave spiritual development into kids' daily lives.

THAT'S WHY WE VALUE

- An adventurous, Christ-centered, personal relationship with God.
- Personal growth, innovation, and the pursuit of excellence.
- A community reflecting Christ working in our lives.
- Service and leadership empowered by the Holy Spirit within and beyond our school community.

THAT'S ALSO WHY WE DEFINE OUR CORE GOALS AS

- Introducing students to a saving knowledge of Jesus Christ and the work and ministry of the Holy Spirit.
- Presenting a Christian view of the world.
- Providing for every student the resources and skills necessary to live a life of service to God and their neighbours.
- Providing every student with the opportunity to experience and live out a Christian worldview.



KEY RESPONSIBILITIES

Leadership & Administration

- Assist the Head of School in Spirit-led decision-making and relationship building within the school community.
- Assist in developing, implementing, and evaluating the academic and co-curricular programs to ensure they align with the school's mission and vision.
- Participate in internal and external monitoring and evaluation activities, including BC Ministry of Education and International Baccalaureate.
- Ensure that the school satisfies all requirements of its various accrediting bodies, including the administration of required examinations.



Data-Informed Instructional Leadership

- Promote the use of data-informed decision-making to enhance K-12 instructional practices and improve student learning outcomes.
- Collaborate with faculty to analyze assessments, and other relevant data to identify trends, strengths, and areas for growth.
- Establish clear benchmarks for student achievement and regularly monitor progress through formative and summative assessments.
- Ensure that data collection and analysis are embedded in ongoing professional development initiatives to help teachers refine instructional strategies based on measurable results.



Student Support & Well-being

- Lead the Student Support & Well-being Team to ensure that all students, including those with learning differences or special needs, have access to a high-quality, Christ-centered education.
- Develop a research-based, K-12 multi-tiered system of support.
- Collaborate with Learning Support Coordinators and School Counsellors to develop, implement, and monitor competency-based individualized education plans (CB-IEPs), ensuring that accommodations and modifications are in place to support student success.
- Oversee and support interventions, including remedial programs and enrichment activities, that address the varied academic and social-emotional needs of students.
- Stay informed on best practices in inclusive education and ensure the school is in compliance with relevant educational policies and compliance requirements.

Curricular & Co-Curricular Program Development

- Lead K to 12 curriculum development and implementation with Principals and Teachers.
- In collaboration with relevant coordinators, ensure extracurricular offerings align with the school's mission, values, and goals.
- Oversee the development of the school library, ensuring it serves as a resource for academic excellence and student engagement.
- Ensure that the before and after school programs, summer camps, and other auxiliary services maintain high standards of quality.

Support Professional Growth & Development of Teachers & Support Staff

- Develop and implement a comprehensive professional development program for faculty and support staff, aligned with the school's mission and strategic goals.
- Facilitate and deliver ongoing training focused on instructional best practices and collective teacher efficacy.
- Encourage a culture of continuous learning and academic excellence by promoting collaboration, peer learning, and sharing of best practices among teachers and staff.
- Support new teacher orientation and ensure effective onboarding processes for all new faculty and staff.
- Promote a reflective teaching culture where staff regularly assess their own practice and actively seek opportunities for improvement.
- Collaborate with colleagues to ensure that staff evaluations are focused on supporting growth.

QUALIFICATIONS & ATTRIBUTES

- Upholds a firm commitment to the statement of faith, and aligns fully with the mission, vision, and core values of Pacific Academy.
- Master's degree in Education.
- Minimum of 5 years' experience in educational leadership, preferably in a Christian school setting.
- Must be a Canadian resident and legally entitled to work in Canada.
- Must hold or be able to attain BC teacher certification.
- Servant leader with a collaborative approach to decision-making.
- Visionary, innovative, and adaptable, with a passion for student success.
- Experience in curriculum development, teacher supervision, and inclusive education.
- Proven ability to lead faculty and implement strategic initiatives.
- Strong sense of integrity, empathy, and respect for others.
- Enthusiastic, approachable, and deeply invested in the growth of the school community.
- Highly developed coaching skills and able to sensitively but effectively improve the performance of team leaders.

OUR SEARCH TEAM



mark@nelsonandkraft.com
778.982.4427

MARK KRAFT
LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



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SHAWN PLUMMER
SUPPORTING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



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MATT ROBBERSTAD
SUPPORTING THE SEARCH

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 and details for this search:

Location: Surrey, BC

Application Deadline: January 10, 2025

Short List Interviews: February 2025

Start Date: TBD

Salary Range: \$140,000 - \$160,000

HOW TO APPLY

Apply online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

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