



Opportunity Profile

PRINCIPAL
REGENT CHRISTIAN ONLINE ACADEMY

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Regent Christian Online Academy (RCOA) is searching for an entrepreneurial educator and strategic thinker to lead the school as Principal.

The Principal of RCOA plays a pivotal role in the development and execution of the school's mission and vision. This role requires a strong, collaborative partnership with the board of directors to ensure the strategic goals of the school are met, and that alignment with the broader organizational priorities is maintained. The Principal will also be instrumental in the successful transition of RCOA into the Center of Excellence (COE) model, which involves integrating key operational and educational processes with shared services such as finance, HR, marketing, and IT.

The Principal's responsibilities include:

- Developing and nurturing a distinctively Christian online school, where the culture and core values are maintained, and the mission and vision are implemented in a Christ-like manner.
- Working closely with the board and the Center of Excellence leadership to ensure RCOA's goals align with the broader strategic objectives of the Society.
- Providing sound management of resources, overseeing both day-to-day operations and the long-term growth strategy for the school.
- Implementing COE practices, streamlining administrative tasks, and collaborating with COE departments to optimize resource management and improve operational efficiency.

If you are an educator and leader with a passion for business, and are aligned with RCOA's mission and core values, we would love to hear from you.



OUR STORY

Regent Online Christian Academy is an accredited K-12 online education school based on the vision of Mark and Carolyn Langley. They shared the idea for an online learning school with leaders of Regent Christian Academy in Surrey, and RCOA was established by the Regent Christian Academy Society in May 2005.

At RCOA, we are committed to meeting the needs of home learning families across British Columbia by providing both onsite and home-based as well as virtual learning opportunities. We are intentional about building relationships throughout our communities and strive to make a positive impact on the lives of our students and their families.

Our mission is to grow in grace and knowledge as we shine the light of Jesus in all that we do. We believe that every person we serve is unique with immense potential, and we are dedicated to supporting them on their journey to academic and personal success as an act of worship to God.



OUR MISSION

To inspire learning through partnership with families, journeying together to grow in grace and knowledge as we respond to God's call for our lives.

OUR CORE VALUES

- **Academic Excellence:** Provide quality individualized learning.
- **Building Relationships:** Apply Biblical principles in community.
- **Christian Worldview:** Understand and articulate God's truth.
- **Discipleship:** Nurture the development of Christ-like character.

KEY RESPONSIBILITIES

ADMINISTRATIVE

- Work closely with the COE departments (finance, HR, marketing, IT) to streamline processes and ensure efficient resource management in line with the COE model.
- Apply Ministry of Education policies, regulations, and requirements specific to online education.
- Ensure timely completion of Ministry forms and other administrative tasks, leveraging COE support where appropriate.
- Collaborate with the board and COE leadership to set the fiscal framework for the school, ensuring budgets, conditions of employment, and other key operational areas align with strategic goals.
- Oversee the integration of COE processes into daily operations, such as centralized purchasing, HR functions, and marketing initiatives.
- Provide regular updates to the board on the progress of the COE implementation at RCOA.
- Ensure smooth operations of the virtual learning platforms, working in partnership with the IT department under the COE model.





- Lead regular virtual leadership meetings, focusing on both educational goals and operational efficiencies as RCOA transitions into the COE framework.

CULTURE & SPIRITUAL FORMATION

- Continue to foster a Christ-centered culture in the online school community, ensuring that RCOA's mission, vision, and core values are understood and exemplified by staff and students.
- Encourage the spiritual growth and development of staff, integrating spiritual formation into the virtual environment.
- Partner with COE functions to align spiritual programming, such as chapel sessions, with broader organizational initiatives.



EDUCATIONAL PROGRAMS

- Oversee the development and continuous improvement of online curricular and blended learning programs.
- Ensure that all programs and curricula reflect a Biblical worldview and align with the founding church's statement of faith.
- Leverage COE support to incorporate innovative approaches and technological advancements into the delivery of online programs.
- Ensure student achievement is regularly reported to parents through the use of COE-supported technologies.



COMMUNITY & PUBLIC RELATIONS

- Advocate for RCOA within the broader community, promoting the school's distinct identity as part of the COE model.
- Serve as the primary communicator between the school, the board, and families, leveraging COE communication tools and strategies.
- Represent RCOA in various online forums, webinars, and virtual events, ensuring alignment with the broader COE communications strategy.

PERSONNEL

- Collaborate with the COE's HR function to recruit, screen, and onboard qualified online educators and support staff.
- Ensure ongoing professional development for staff, utilizing COE-led training programs.
- Conduct regular performance evaluations, providing mentorship and development opportunities, supported by COE resources where appropriate.

SCHOOL DEVELOPMENT

- Partner with the board and COE leadership to promote the growth and long-term development of RCOA.
- Collaborate with COE departments to ensure the strategic growth of the school aligns with the overall goals of the organization.

OPERATING BUDGET

- Collaborate with the COE's finance team to develop the school's annual operating budget, ensuring alignment with organizational goals and efficient use of resources.
- Ensure adherence to budgetary guidelines, seeking approval for any necessary overages from the board.

CONFLICT MANAGEMENT

- Leverage COE processes to address staff or student conflicts efficiently and in alignment with organizational guidelines.

BOARD & COMMITTEES

- Attend board meetings as required, providing regular updates on school operations, budget adherence, and COE transition progress.
- Work with the board and COE leadership to develop strategic plans for the continued growth and success of RCOA.

EXTRAORDINARY DUTIES

- Act in the best interests of RCOA and the Society, addressing any issues related to the successful transition to the COE model and ensuring ongoing alignment with the board's strategic vision.



QUALIFICATIONS & CORE COMPETENCIES

- A Master of Education or post-graduate degree in a related field, preferred.
- Proven experience as a Principal of a Christian school or similar role, preferred.
- Proven track record of successfully working with a board of directors.
- **Leadership** – leads by example, models professionalism, integrity, critical thinking/decision-making, makes tough decisions when called upon and builds trusting relationships.
- **Collaborative Team Building** – a proven ability to work collaboratively, and can effectively build and lead healthy and successful teams.
- **Strategic Thinking & Execution** – a proven ability to analyze an organization's current situation, identify opportunities, impacts, develop a strategic plan including objectives and initiatives, and successfully execute.
- **Interpersonal Skills** – has high emotional intelligence, able to build trusting relationships, has strong interpersonal and communication skills, along with excellent conflict resolution skills.
- **Educational Innovation** – a proven ability to identify and develop, sponsor or support the introduction of new and improved programs, teaching methods, procedures or technologies to advance the school's purpose.
- **Entrepreneurial** – must be resilient, confident, innovative, and self-motivated.

OUR SEARCH TEAM



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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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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.



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ALEXA KROEKER
SUPPORTING THE SEARCH

With extensive experience in executive and board assistance, Alexa combines her recruitment expertise with a keen understanding of organizational needs to build high-performing teams. She's adept at crafting compelling job descriptions and leveraging advertising strategies to attract the best candidates for your organization. From the initial kickoff meeting, Alexa listens attentively to understand the nuances of your ideal candidate, ensuring a tailored and effective recruitment approach.

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: Surrey, BC

Application Deadline: open until a suitable candidate is found

Start Date: TBD

Salary Range: \$100,000 - \$130,000

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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