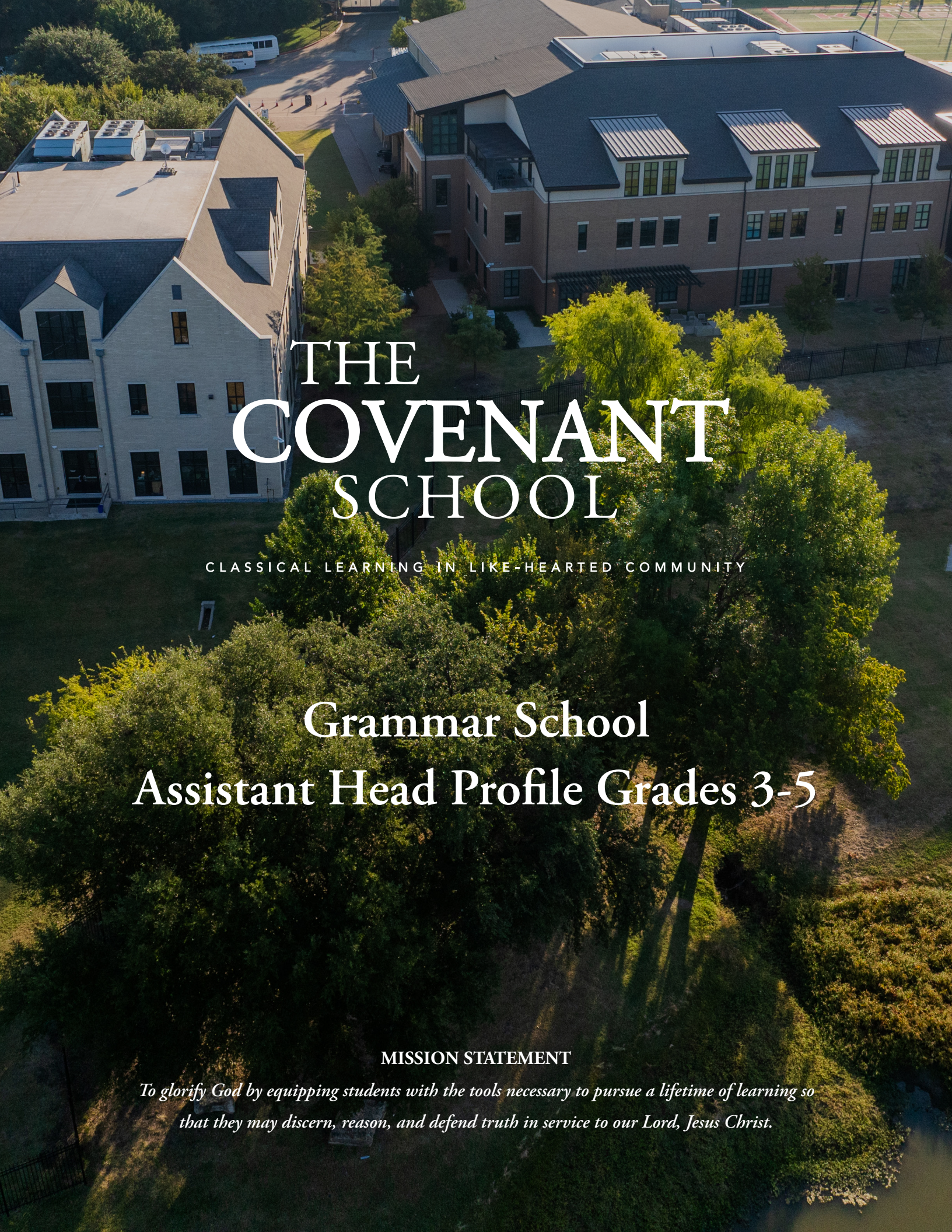




THE COVENANT SCHOOL

CLASSICAL LEARNING IN LIKE-HEARTED COMMUNITY

Grammar School Assistant Head Profile Grades 3-5

MISSION STATEMENT

To glorify God by equipping students with the tools necessary to pursue a lifetime of learning so that they may discern, reason, and defend truth in service to our Lord, Jesus Christ.

ABOUT THE COVENANT SCHOOL

Founded in 1993 by a group of like-hearted parents desiring a Christ-centered, classical education for their children, The Covenant School enrolls more than 700 students from 35+ Dallas-Fort Worth metroplex zip codes in grades K-12. The name “Covenant” comes from the critically important concept in Scripture relating to God’s relationship with His people and their relationships with each other.

Covenant’s classical education is centered around the *Trivium*, with both its teaching methods and educational philosophy deeply influenced by Charlotte Mason, a 19th-century educator. Ms. Mason believed educators must present students with a “feast” of living ideas expressed in great works of art and music, literature and history, and science and nature. The school cultivates a delight in knowing, a desire for truth, and a love of beauty as it points students to the Source of all that is good, true, and beautiful. With that in mind, the 120+ faculty and staff utilize every bit of the 18-acre campus to integrate nature and outdoor learning into lesson plans.



We maintain the core values of that group of like-hearted parents, our founding families, to include:

- **Honoring God** through humility, sacrifice, and service.
- **Teaching from a Christ-centered worldview** with all subjects integrated around the revealed Word of God.
- **Recognizing the primacy of parents** in their children’s education.
- **Employing outstanding teachers and administrators** who confess and demonstrate the saving work of Jesus Christ in their lives, a reverence for the classical tradition, and a lifetime love of learning.
- **Encouraging each student** to grow in his or her personal relationship with Jesus Christ.
- **Applying grammar, logic, and rhetoric** to spur on students’ love of truth and discovery.
- **Emphasizing the classical liberal arts and sciences** (the *Trivium and Quadrivium*) and Charlotte Mason principles as the primary means of teaching and learning.



“At The Covenant School, we invite you to invest in something that outlasts transcripts and trophies: the living legacy of a Charlotte Mason-inspired classical Christian education. Our work is more than grades and resumes; it is the long, steady formation of a foundation, laid layer by layer, through Scripture, stories, thoughtful study, and the steady habits that shape a life.”

Melissa Hill, Head of School

Mission: The Covenant School exists to glorify God by equipping students with the tools necessary to pursue a lifetime of learning so that they may discern, reason, and defend truth in service to our Lord, Jesus Christ.

Statement of Faith

We believe in the verbal, plenary inspiration of both the Old and New Testament, i.e., that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge.

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that God the Holy Spirit is a personal being who convicts the world of sin, regenerates, indwells, empowers, guides, bestows spiritual gifts on believers, and seals them eternally for God. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

We believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race), and thus incurred both physical and spiritual death and inherited a sinful nature.

We believe that salvation is by grace alone through faith in Christ alone.

We believe that faith without works is dead.

We believe in the bodily resurrection of both the just and the unjust: the everlasting blessedness of the saved and the everlasting punishment of the lost.

We believe in the spiritual unity of all believers in our Lord Jesus and that all are under the mandate to proclaim the Gospel to the world.

Statement of Beliefs

Covenant believes that all matters of faith and conduct must be evaluated on the basis of the Holy Scripture, the Old and New Testaments (“Holy Scripture”), which is our infallible guide (2 Timothy 3:16–17). Because Holy Scripture does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what Holy Scripture teaches on these matters. We are committed to the home and family as set forth in Holy Scripture. Based on Holy Scripture we believe:

Marriage – Covenant believes God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33).

Sexual Orientation – Covenant believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, we believe that professing Christians should resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2).

Gender Identity – Covenant believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, we believe that professing Christians should affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).



ACADEMICS

Covenant equips students to learn independently, think critically, analyze logically, and express themselves with clarity and purpose. The school views classical Christian education as a partnership with parents and families, aimed at teaching, training, and shepherding students to love God with all their hearts, souls, and minds, and to love their neighbors as themselves.

The school's divisions are organized around the *Trivium*, which describes the three learning stages of students: *Grammar*, *Logic*, and *Rhetoric*. Grammar is represented in Kindergarten through 5th grades, Logic is represented in 6th through 8th grades, and Rhetoric is the high school.

The Grammar School

The Grammar School includes Kindergarten (Explorers) through Grade 5. It is the first stage of the *Trivium*.

We refer to our kindergarten students as Explorers because exploring is precisely how they spend their time with us. Immersed in an ever-expanding world of letters and numbers, fairy tales and history, God's creation and God's Word, days are full of wonder. The Explorers experience sets the tone for our entire Grammar School and all the exciting years to follow at Covenant.

Overall, the Grammar School focuses on the fundamental element, or grammar, of each subject area in order to build a framework for all future knowledge. If you walk by a classroom in the Grammar School, you might hear students chanting parts of speech, or reciting Scripture, or retelling historical events. You may see students presenting projects, or even rolling dice to practice math facts.

The Grammar School is the best beginning.

THE POSITION

The Covenant School is seeking a talented educational leader who will collaborate closely with the Grammar School Head and the Assistant Grammar School Head for Grades E-2 to provide essential leadership and support for teachers, parents, and students in Grades 3-5.

This professional embodies a deep commitment to Covenant's mission, vision, and culture while partnering with a skilled and dedicated faculty. A mature Christian, this individual demonstrates a passion for lifelong learning and professional growth, along with a strong understanding of classical Christian education and Charlotte Mason's pedagogical principles.



Faculty and Staff Development

- Possess a strong background in classical education, curriculum development, and teacher training.
- Manage, train, and develop faculty in Grades 3-5 of the Grammar School.
- Observe classroom lessons and conduct meetings and assessments with teachers to provide feedback, model effective instructional practices, and offer support to consistently improve the instructional experience.
- Instruct teachers in curriculum planning and lesson plan writing to complete detailed lesson plans on a rotating basis.
- Provide opportunities for teachers to observe best practices through modeling or observing colleagues.
- Provide grade-level support through curricular guidance and regular participation in grade-level meetings.
- Train teachers in Charlotte Mason pedagogical principles and support its consistent classroom application.
- Demonstrate a continuous desire to learn more about classical education and the unique Charlotte Mason philosophy through professional development, conferences, and personal reading and research.

School Culture

- Possess the background, expertise, and leadership qualities to contribute meaningfully to the continued growth and development of the Grammar School.
- Provide guidance and feedback to faculty, help resolve classroom challenges, and contribute to a cohesive and orderly Grammar School environment.
- Foster highly relational interactions with teachers, parents, and administrators, using diplomacy and transparency to navigate and defuse difficult situations.
- Display humility through a gracious demeanor, thoughtful tenor, and collaborative leadership style.

Curriculum Development

- Support the Grammar School Head in overseeing academics, ensuring that classroom instruction aligns with the school's classical Christian philosophy and grammar-stage learning objectives.

Student Development

- Ability to seamlessly step back into the classroom when needed.
- Serve as a consultant for teachers in meeting the academic and behavioral needs of students.
- Serve as a shepherd to each student, advising them in their walk with Jesus Christ.



"Joining our faith with a tradition that ascribes to the formation of virtuous human beings is like something going from black & white to color. It's beautiful. Leading children to the true, the good, and the beautiful, when we are in relationship with the Way, the Truth, and the Life... what could be better? When this is our first why, the full color of the other whys becomes possible."

Laura Mountjoy, Grammar School Head

Administrative Duties

- Use strong organizational skills, sound judgment, and a highly relational approach to engage thoughtfully with students, parents, and teachers.
- Assist with morning/afternoon carpool, scheduling, and student activities.





All employees of The Covenant School must consistently exhibit the fruit of the Spirit and spiritual maturity, serving as a Christian role model both in and out of school. They must always set an example for students, parents, and fellow faculty members of Christ-likeness in speech, actions, attitude, judgment, and respect while living in obedience to God's Word.

Qualifications

- Demonstrated lifelong learner.
- Bachelor's degree or higher, preferably in elementary education or a related field, and a Master's degree (or a willingness to pursue) preferred.
- Five or more years of teaching experience, ideally in a classical Christian school.
- Strong understanding of and passion for classical education and traditional pedagogy.
- Experience in classical education preferred.
- Strong leadership and diplomacy skills.
- Rhetorical excellence in the spoken and written word.
- Must possess consistent emotional maturity and adaptability, with the capacity to respond thoughtfully and effectively to changing circumstances.

Personal Characteristics

- Demonstrates a deep understanding of Covenant’s mission and culture.
- Has an inherent zeal for exceeding goals.
- Displays a proper sense of humility and discernment.
- Leadership qualities include being servant-minded, solution-oriented, and intellectually curious.
- Will be an encouraging and collaborative peer working alongside the Grammar School Assistant Head E-2.
- Shows a consistent willingness to partner with the Grammar School Head in a supportive, complementary, and personal relationship.
- Has an innate ability to listen to what people are actually saying, discern their real concerns, effectively defuse escalating situations, and know how to address them effectively.
- Can give candid feedback to school leadership in a mature, respectful, and confidence-building manner.
- Demonstrates both competence and confidence in educational leadership.
- Has an inherent ability to respect, honor, and recognize all faculty, students, and parents.
- Is committed to his or her own professional growth as a leader and the professional growth of the staff.
- Is known as a person of great integrity who builds trust within the Grammar School team and the broader Covenant community while demonstrating genuine care for those they lead and serve.
- Has a sense of humor, used to maintain personal and team morale in challenging times.
- Firmly committed to confidentiality as necessary and to representing others fairly and professionally to all constituents.
- Has a high level of motivation and a positive attitude. The candidate must be warm and gracious toward all current parents, prospective parents, faculty, staff, students, and other stakeholders.



Faculty and Staff Core Values

- Humble: Honest about strengths and weaknesses, and eager to learn from others and to grow, without expecting attention or accolades. Joyfully serves the mission of the school in collaboration with others.
- Winsome: Persuasive and compelling in character, countenance, word, and deed. Wins others to the joys of knowledge and Christian discipleship.
- Wise: A passionate pursuer of truth, both in contemplative and in practical matters, who can work through problems with others and make good decisions.

Other Requirements

- A growing relationship with Jesus Christ.
- A full and unreserved support of the school's Statement of Faith and Statement of Beliefs.
- A consistent willingness and ability to support the vision, mission, critical issues, and core values of the school.
- Ability and commitment to work occasional weekend and evening hours as needed.
- Should be present at various school events, open houses, or extracurricular activities.



Qualified candidates should submit application materials including a resume or curriculum vitae, a cover letter detailing interest, and a written testimony of a personal Christian faith and relationship with Jesus Christ to Covenant's Human Resources Search Specialist.

Kerri Ridenour

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Covenant is an equal opportunity employer. All employment decisions will be made without regard to race, color, sex, national origin, age, disability, or veteran status. However, within its legal capacity as a nonprofit religious organization, the school reserves the right to carefully and fully explore the religious values, faith, and convictions (including personal conduct) of applicants and employees in order to employ those individuals who support, advance, and live in a manner consistent with the school's Statement of Faith and Statement of Beliefs.