

School Administrator – New Hope Christian School

About New Hope Christian School

New Hope Christian School (NHCS) is a Christ-centered educational institution committed to academic excellence and spiritual growth. As a ministry of New Hope Church, NHCS partners with Christian families to nurture students in faith, wisdom, and character. We serve preschool through 8th-grade students, equipping the next generation with a biblical worldview.

Position Overview

NHCS is seeking a School Administrator, with some teaching responsibilities to provide visionary leadership, organizational oversight, and spiritual guidance to our students, staff, and families. This role is responsible for the overall management of the school, staff leadership, curriculum oversight, community engagement, and enrollment growth. A portion of this role will be as an educator teaching in preschool or elementary school.

The ideal candidate will be a committed Christian with a passion for faith-based education and the ability to lead NHCS with integrity, wisdom, and excellence.

Key Responsibilities

Spiritual Leadership

- Lead by example in faith, character, and biblical principles.
- Ensure Christ-centered education in all aspects of school life.
- Support parents in their biblical responsibility to their children.
- Lead chapel, prayer time, and other spiritual activities.

Relational & Instructional Leadership

- Build strong relationships with faculty, staff, students, and families.
- Oversee curriculum development and instructional programs.
- Support faculty professional growth and spiritual development.
- Ensure compliance with local and state education requirements.
- Foster a culture of unity, professionalism, and Christian ethics.
- Communicate effectively with staff, students, parents, and the broader community.

Operational Leadership

- Manage faculty and staff hiring, evaluations, and professional development.
- Collaborate with the New Hope Church staff and Head Pastor.

- Direct and oversee extra-curricular activities and duties beyond classroom responsibilities.
- Conduct teacher observations and provide leadership in curriculum evaluation and improvement.
- Meet with parents to discuss student concerns and foster positive engagement.

School Culture & Community Engagement

- Promote student leadership, discipleship, and character development.
- Create a positive, engaging, and faith-based school environment.
- Represent NHCS in the broader community and lead enrollment growth initiatives.
- Oversee key school events, including Kindergarten and 8th-grade graduation.

Board Accountability & Financial Oversight

- Provide regular reports and updates to the NHCS School Board.
- Implement board-approved policies and strategic initiatives.
- Partner with the board on financial planning and budget oversight.
- Recommend hiring and discharge of academic staff as needed.

Qualifications

- An individual with a personal relationship with Jesus Christ who is devoted to growing closer in their walk with the Lord and who exemplifies Christ-like behavior in all that they do.
- Agreement with NHCS's Statement of Faith.
- Experience as a school administrator or in a related role.
- Bachelor's degree required and masters degree preferred in education, administration, or a related field.
- Strong leadership, communication, and team-building skills.
- Experience in faculty supervision, curriculum oversight, and accreditation/state requirements.
- Proficiency in educational technology and administrative software.
- Active participation and financial support of a local church in alignment with NHCS beliefs.

Application Process

Interested candidates should submit the following materials:

- Cover Letter
- Resume
- References



Send applications to:

New Hope Christian School

Attn: New Hope Guiding Committee
1850 American Dr, Neenah, WI 54956
☎ 920-725-8797 | ✉ careers@newhopeconnect.org