



MONROE
CHRISTIAN SCHOOL
est. 1956

ENGAGE • EQUIP • EMPOWER



HEAD OF SCHOOL

Opportunity Profile

MonroeChristian.org

MISSION



MONROE CHRISTIAN SCHOOL IS A CHRIST-CENTERED COMMUNITY, ENGAGING, EQUIPPING, AND EMPOWERING GOD'S CHILDREN FOR JOYFUL SERVICE IN HIS KINGDOM.

VISION + CORE VALUES

Our vision is that our students will develop a **personal relationship with Jesus**, trust in the Lord to help them navigate the cultural issues of the day, and follow Him into the world as faithful stewards living a life of joyful service.

- > We partner with Christian families and over 60 local churches to nurture and equip God's children.
- > We recognize that Jesus Christ is sovereign over all creation and has created each child with unique abilities, gifts, and talents.
- > Our purpose is to encourage student growth in every area of their lives: spiritually, intellectually, emotionally, socially, and physically, all according to God's Word and relying on the Holy Spirit.
- > Here, children will develop a Christian perspective of life that will enable them to critically weigh the issues of the day. This knowledge will guide them into faithful stewardship of God's world and into a life of joyful service.

GOVERNANCE + LEADERSHIP

The school board represents our parent society and oversees the operations through the Head of School. Board members are active and involved in supporting the mission, casting vision, and providing governance.



Christian
Schools
International

Monroe Christian School has been fully-accredited since 2010. This means the school has voluntarily undergone a rigorous process to demonstrate that it meets high established standards of quality, while staying true to its Christian mission and vision. CSI accreditation is essentially a dual validation, ensuring both academic and spiritual excellence.



First Day, 1956

HISTORY

Monroe Christian School was founded by a group of hard-working Christian farmers with a desire for their children to be rooted firmly in their faith. They wanted a school that would teach the same values and way of life they worked to instill in them at home. In 1956, in the back room of New Hope Fellowship (a Christian Reformed Church), a new school was born.

STEADY GROWTH + BUILDING PROJECTS

Classes were taught in the church's back room for the first few years. Only one teacher led the small group of all ages with unified lessons and core values.

The school prayerfully purchased four acres across the street from the church. The location was ideal, and through providential circumstances, it went up for sale at just the right time. Plans were drawn up, and soon there stood a four-classroom building that remains our current foundation.

Exponential growth in the 1960's and 70's required a major expansion to meet the growing demand. MCS had now doubled in size to eight classrooms. 1st-8th grades were flourishing, prompting the addition of Kindergarten and Preschool in the following decades.

In 2000, the school was again bursting at the seams. Construction began on five more classrooms and a much-needed teacher workroom. 2010 also brought a covered sports court that continues to keep students dry at recess and P.E. all year long.

REFLECTION ON THE JOURNEY

As we look around our campus, grandchildren and great-grandchildren from those founding families can still be found. With another major expansion on the horizon, we continue to pray for guidance just like those who started MCS all those years ago. Their legacy of obedience lives on, nurturing generations of His children 70 years later.

UNIQUELY MCS

We are a strong, tight-knit family developed by phenomenal teachers, supported by an engaged parent base, and strengthened by connected alumni. Our retention rate is evidence of the positive experience our Knights families enjoy. Many highlights are 'uniquely MCS' that we are proud to share:

- > **Academic Excellence**
*Students routinely test **1+ year above** grade level. Recent IOWA test scores show our 8th graders reflect 12th grade comprehension levels.*
- > **Teacher Retention**
*Our academic effectiveness is directly related to the quality and tenure of our excellent faculty. 20% have taught here over **5 years**, 20% for **10-15 years**, and 10% have **30+ years** of dedicated service to MCS.*
- > **Family Retention**
*Our family retention rate remains **93% or higher**, well above the average. This is a tangible example of how we are succeeding in the eyes of our families.*

70 YEARS IN OPERATION

330 CURRENT ENROLLMENT

61 CHURCHES REPRESENTED

36 STAFF MEMBERS

13:1 TEACHER RATIO

22 AVG CLASS SIZE

MONROE, WA

GEOGRAPHY

Monroe Christian School is located on Main Street in beautiful Monroe, WA. With an eclectic mix of small-town charm and rural living, the population is known for its family-friendly atmosphere and strong sense of community.

Monroe is nestled at the base of the Cascade mountains, with its residents enjoying tranquil landscapes and world-class recreation. The quiet Snohomish Valley remains only a 20-mile drive to nearby Bellevue and Seattle, where many commute for work. However, people choose to make their home here because of its affordability, beautiful scenery, and community feel.

DEMOGRAPHICS

The city of Monroe is home to 20K residents, with an additional 10K living in small neighboring towns. The median age is 35, with 71% of households comprised of families with at least one child. The median household income is \$99K, and the rate of homeownership is 69%. The city is in the midst of significant growth, projected to expand by nearly 25% over the next 15 years.

30K AREA
POPULATION

35 MEDIAN
AGE

99K AVG. FAMILY
INCOME

2.3 AVG FAMILY
SIZE



Lewis Street Bridge



WHY MCS

MAKE A KINGDOM IMPACT

Joining Monroe Christian School as our Head of School offers a first opportunity to lead in a place where faith and academic excellence are deeply woven together. Since 1956, MCS has built a reputation for small class sizes, caring teachers, hands-on learning, strong character formation, and spiritual maturity. Here, you won't be managing bureaucracy, you'll be partnering with a community passionately committed to equipping students for lives of service, rooted in Christ. You'll help shape young people for academic growth and Kingdom impact - through learning, teacher support, service, spiritual development, and meaningful relationships.

CHAMPION THE VISION

You will be joining at a moment of critical planning and growth. Monroe Christian School is currently engaging in strategic planning, refining operations, strengthening its financial stewardship, and expanding its capacity to support our students with excellence and clarity of mission.

LIVE YOUR FAITH

If you are someone who finds energy in designing sustainable systems, cultivating culture, and leading with humility, then this is a place where your leadership will matter, your faith will be lived, and God's promises will endure.

WE INVITE A CHRIST-CENTERED LEADER TO SERVE AS OUR FIRST HEAD OF SCHOOL, GUIDING THE MISSION TO EQUIP STUDENTS TO GROW IN FAITH, KNOWLEDGE, AND SERVICE.

This role is more than administration - it is a calling to steward people, resources, and vision so that the school flourishes as a place of academic excellence and spiritual formation. Partnering with the board and staff, the Head of School will foster a thriving culture, strengthen community, and ensure the long-term vitality of Monroe Christian School.

*Singing in
Chapel*



WE WANT YOU



HOW TO APPLY

1. Inquiries and expressions of interest can be directed to Paul Bootsma through email: paul.bootsma@monroechristian.org or phone: 360.306.4048.
2. After prayerful consideration, please send the following for our search committee to review:
 - i. A current resume
 - ii. A two-minute video introducing yourself and explaining why Christian education is important to you
 - iii. A two-page response to the questions below:
 - a) *Describe your faith in Jesus Christ. How has this relationship shaped your career and influenced your decision to apply for this position? How has God used you in your work, church, and community? Please address your alignment with the Reformed tradition of Christian education.*
 - b) *Describe your experience with Christian education. How do you promote and integrate faith and learning? What do you consider the marks of educational excellence in a Christian school?*
 - c) *Describe your leadership style. If applicable, please mention any leadership inventories you have taken and how they reflect your approach to leading a Christian educational institution.*
3. Provide the names, numbers, and email addresses of three references who know you and your career well. They should be able to comment on your suitability for the Head of School position. Please include a pastor/spiritual leader and an educational leader (contacted only after your permission to do so).
4. Compensation: this is a full-time, salaried position. Range is \$90,000-\$120,000 depending on experience. Competitive benefits package includes medical, dental, vision, and 403(B).

Applications are now being accepted. Job will remain posted until filled.

HEAD OF SCHOOL: JOB DESCRIPTION

The Head of School is responsible for Monroe Christian School's overall leadership: organizational, operational, financial, and administrative. This role ensures the school operates with excellence, transparency, and remains in alignment with its Christian mission, values, and culture.

KEY RESPONSIBILITIES

STRATEGIC + FINANCIAL LEADERSHIP

- > Lead annual strategic, business, and financial planning, including budgeting and financial forecasting with a plan and ability to implement
- > Review and report on financial statements and key performance indicators
- > Ensure sound stewardship of school resources in partnership with Board of Directors

OPERATIONS + COMPLIANCE

- > Lead the development of strategic plans and annual goals that reflect the school's mission
- > Oversee technology resources and staff to ensure effective infrastructure for learning
- > Maintain written policies and procedures across key departments (e.g., finance, HR, facilities)
- > Ensure school-wide compliance with federal, state, and local regulations

HUMAN RESOURCES + STAFF CULTURE

- > Support employee relations, professional culture, and Christ-centered leadership development
- > Oversee hiring processes, on-boarding, evaluation, and off-boarding procedures
- > Ensure compensation and benefits programs are competitive and sustainable
- > Lead risk management, insurance coverage, and safety planning

FACILITIES + ENROLLMENT MANAGEMENT

- > Manage facility maintenance, safety, and long-term campus planning
- > Collaborate with admissions/marketing teams to align enrollment growth with capacity
- > Oversee the daily operations to ensure a safe and welcoming environment for students and staff; ability to connect with students, families, staff, and community

BOARD/COMMUNITY RELATIONS + DEVELOPMENT WORK

- > Serve as the liaison to the Board of Directors, providing regular updates and strategic counsel
- > Represent the school in community partnerships, accreditation visits, and public relations with effective communication skills and emotional intelligence
- > Uphold, engage, and support the values and vision of MCS in all operational decisions and actions, always mindful of the context, community, and culture of Monroe and western Washington
- > Work closely with the Director of Development to set fundraising goals, establish a growth plan, and contribute to the execution of all major capital campaigns

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PERSONALITY

- > Serving and leading personality with a flexible yet gritty growth mindset for the flourishing of the mission of Monroe Christian School
- > Approachable, down to earth, accessible, sense of humor
- > Engaged and involved in the school and community

ADDITIONAL EXPECTATIONS

- > As MCS continues to grow and evolve, additional responsibilities may be required to meet emerging needs and opportunities in alignment with the school's mission and board expectations

QUALIFICATIONS

- > Committed Christian, Christ-centered faith, active in the life and community of a church
- > Ability to support the spiritual mission of the school, responding to God's call to serve and lead at Monroe Christian School
- > Exceptional leadership, organizational, and interpersonal skills
- > Experience working with a board or governance structure preferred
- > Bachelor's degree in Business Administration, Education Leadership, Nonprofit Management, or related field
- > A Master's degree is preferred
- > Teaching or education experience is preferred
- > 5 years of effective experience in school or business administration, leadership, management, and/or operations
- > Relevant experience may count toward education requirements
- > Strong financial acumen and understanding of nonprofit budgeting



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