

OPPORTUNITY PROFILE

*for the position of*

**DEAN  
OF  
CAMPUS**

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# PASSION | MISSION | CORE VALUES



## PASSION

Our passion is to bring students into a personal relationship with Jesus Christ while equipping them to do with excellence that which God has called them to do.

## CORE VALUES

WE BELIEVE IN...

- Christ-centered education
- The pursuit of excellence
- A caring community

## THINK

critically

## LIVE

biblically

## LEAD

courageously

The mission of Second Baptist School is to equip students to think critically, live biblically and lead courageously to impact the world for Jesus Christ.

# SBSUM

## DEAR CANDIDATE,

In November 2020, Second Baptist School announced the extension of Christian education with three university-model schools: Memorial, Kingwood and Cypress. The response from families was overwhelmingly positive with more than 500 students enrolling for the 2021-2022 school year, making SBS reach a total enrollment of over 1600 students across four campuses. As a school, we are excited to grow God's kingdom through Christ-centered education while pursuing excellence within a caring community. We look forward to continued expansion as we follow God's calling on our school.

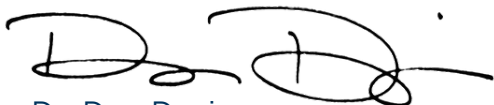
All three SBSUM campuses are Certified University-Model® Schools (UMS). They are distinctively classical and packaged within a university-model schedule. This unique design educates students in pre-kindergarten 4 through grade 12 two to three days a week on campus with the remaining days as satellite learning, allowing the focus to be on the individual student, ensuring that he/she is challenged in every subject area. SBSUM is committed to equipping parents as co-educators by providing training, quarterly updates, specific curriculum and topic seminars, as well as lesson plans and assessments for each semester, each quarter, each week, and each day of instruction. Because of the intentional partnership found in the SBSUM community, families walk through life together and often look to the school for leadership as well as discipleship.

The SBSUM dean of campus is a member of the school leadership team. He/she plays a pivotal role in furthering the mission of Second Baptist School by promoting the school's core values and the portrait of a graduate distinctives.

The dean of campus will work with all staff to lead the academic curriculum, student and family wellbeing and co-curricular programs of the campus. He/she will be responsible for the development, management and review of the campus community relations and promote responsive and creative thinking in a partnership between school and home.

I ask that you prayerfully consider this position and how you will make an impact on future generations through Second Baptist School University-Model. I look forward to meeting you and learning your passion for Christian education.

To God be the glory,



Dr. Don Davis  
Head of School



# HISTORY



In 1946, Second Baptist School established a five-day traditional school with the purpose of providing a place of biblical instruction and learning where students in pre-kindergarten through grade 12 could grow academically, spiritually, physically and socially.

In 2020, Second Baptist School expanded its offerings of Christian education. Beginning fall 2021, Second Baptist established three university-model schools. SBS partnered with Pam and Beau Dollins, founders of Paratus Classical Academy, to launch Second Baptist School University-Model. Beau is a 1998 graduate of SBS and he and Pam are 20-year church members. With more than a decade of experience with classical, university-model education, Pam and Beau have brought great value to the expansion of SBS.

Second Baptist School University-Model is committed to developing a biblical worldview in students across educational programs that include academics, arts and athletics. Upon graduation, we expect children to possess the character, knowledge and skills to succeed in college and beyond. This happens through grounding our philosophy of education in God's Word and hiring faculty and staff who love God, love students and love the pursuit of excellence in their craft.

At SBS University-Model, children are known individually, and their gifts are nurtured in a compassionate environment, allowing them to take risks and reach higher than ever thought possible.

As you discover more about SBS University-Model, you will see firsthand what makes this community uniquely wonderful.

# MINISTRY

Second Baptist School is a ministry of Second Baptist Church. The head of school serves on the staff of the church as a member of the administrative team and provides a vital communications link between church and school. The school enjoys a remarkable level of support from the church ranging from exemplary facilities to financial support and significant personnel resources.

Under the long-term leadership of Dr. Ed Young, senior pastor, the church has grown to more than 85,000 members attending six Houston area campuses. All SBS schools are located on Second Baptist Church campuses in and around the Houston area, where they enjoy exceptional facilities shared with the church.

The goal of the University-Model system is to provide families with an accessible, biblically-based and excellent education while engaging the community through a full range of student activities, community events, arts and athletics. Our education, in partnership with the family, equips students to think critically, live biblically and lead courageously to impact the world for Jesus Christ.





# DEAN OF CAMPUS

## EMPLOYMENT OPPORTUNITY

Second Baptist School presents an exceptional professional opportunity to a dynamic, experienced educational leader committed to independent school education grounded in biblical principles and faith.

<b>Date Posted:</b>	December 2021
<b>Reports To:</b>	Head of University-Model Schools
<b>Work Calendar:</b>	Twelve Months
<b>Work Schedule:</b>	Full-time
<b>Compensation:</b>	Commensurate with experience

## JOB QUALIFICATIONS

- Hold a bachelor's degree from an accredited institution; a master's degree in a related field is preferred.
- Have prior experience in Christian education; experience in classical and/or University-Model® schools preferred.



# DEAN OF CAMPUS

## PERSONAL/PROFESSIONAL GROWTH & DEVELOPMENT

In accordance with the Second Baptist School Portrait of a Graduate, candidates must possess a collaborative and creative growth mindset. Participating in professional development opportunities throughout the year, networking with like-minded peers outside of Second Baptist School, and focusing on accomplishing goals is a must. Through the generosity of the Second Baptist School community, monetary support is given for participation in applicable professional development opportunities around the country.

## JOB RESPONSIBILITIES

- Maintain a commitment to cultivating and promoting a model of academic and cultural discipleship centering on the home.
- Lead the development and daily delivery of academic and co-curricular programs of excellence to ensure students achieve the best possible learning outcomes.
- Manage curriculum compliance to meet external requirements and promote best practices.
- Ensure a Christian perspective to all aspects of programming and school environments.
- Coordinate and oversee essential functions of daily school operations, such as scheduling, lunch, recess, supervising children, attending to minor or emergency medical needs, etc.
- Lead campus community relation activities and communication, including campus promotion for enrollment growth.
- Assist with planning and recruiting qualified specialist staff, tutors and coaches.
- Build a team approach and induct all new staff to campus.

# DEAN OF CAMPUS

## JOB RESPONSIBILITIES (continued)

- Create a professional environment to support growth, success and opportunity for staff.
- Observe teachers and provide regular feedback on classroom classical instruction strategies such as inquiry, group discussion, lecture, discovery, integration, chants, songs, poems, etc.
- Represent campus needs or concerns to the Head of University-Model® School.
- Network with other schools, community groups, professional organizations, sporting bodies, associations, etc. to provide unique opportunities for excellence and learning.
- Contribute to strategic planning and decision-making.
- Perform other duties as assigned.

## JOB REQUIREMENTS

- Possess a strong Christian testimony and a calling to serve as a positive Christian role model to students.
- Have the heart to provide exceptional customer service to all members of the community.
- Be a dedicated and loyal team member supporting all school activities and school-wide initiatives.
- Thrive in a fast-paced environment with the ability to be flexible and shift gears quickly based on situations or changing priorities.
- Show strong leadership skills (i.e.; provide a clear vision of the function, build trust, provide motivation to team members, hold self and others accountable, and give feedback) that guide actions and support others in the achievement of goals.



# DEAN OF CAMPUS



## JOB REQUIREMENTS (continued)

- Exhibit an understanding of staff professional learning and performance management.
- Utilize problem-solving skills to develop reasonable solutions to navigate complex problems and systems; have capacity to analyze results to improve outcomes.
- Demonstrate an evident track record of excellence in work habits with strong organizational and multitasking skills.
- Have exceptional written and verbal communication skills to provide clear guidance, instructions or information.
- Be able to use technology with confidence and ease and have a working knowledge of Google Suite (i.e. Google Docs, Google Sheets, etc.).
- Be a responsible steward of the school's resources and a personal commitment to support the school's fundraising efforts as able.

**INDEPENDENT SCHOOL EXPERIENCE AND PRIOR KNOWLEDGE OF SECOND BAPTIST CHURCH AND SCHOOL ARE CONSIDERED A PLUS. INTERESTED CANDIDATES SHOULD REQUEST AN APPLICATION ON THE SBS WEBSITE AT [SECONDBAPTISTSCHOOL.ORG/CAREERS](https://secondbaptistschool.org/careers).**