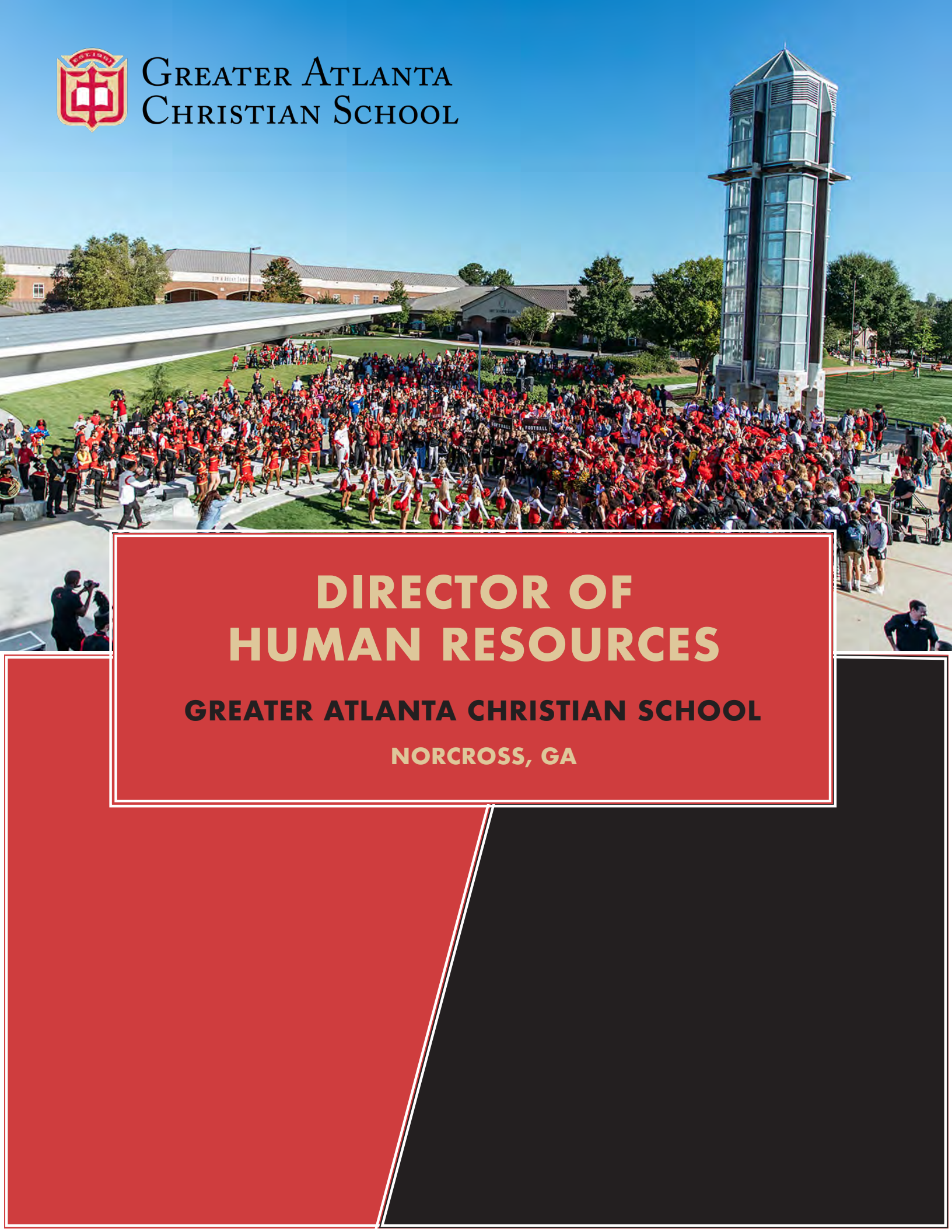




GREATER ATLANTA
CHRISTIAN SCHOOL



DIRECTOR OF HUMAN RESOURCES

GREATER ATLANTA CHRISTIAN SCHOOL

NORCROSS, GA



INTRODUCTION

Greater Atlanta Christian School (GAC), located in Norcross, Georgia, is a premier independent school serving over 1,800 students from infants through 12th grade. Established in 1968, GAC has a rich history of providing quality education in a Christian environment. Thirty-five state-of-the-art facilities spread across a 90+ acre walkable campus create an inspiring setting for academic excellence, vibrant arts programs, competitive athletics, and a strong commitment to spiritual development. As GAC embarks on significant growth and transformation, the school seeks a dynamic and experienced Director of Human Resources to lead and enhance its Human Resources (HR) functions.

MOTTO

"BE GREATER."

MISSION STATEMENT

THE MISSION OF
GREATER ATLANTA
CHRISTIAN SCHOOL
IS TO **HELP EACH
CHILD GROW
AS JESUS DID,
IN WISDOM, IN
STATURE, AND IN
FAVOR WITH GOD
AND MAN.**



GAC ISMS

The GAC ISMS represent the eight core beliefs and practices that all GAC faculty are committed to upholding in their work.

01

LEAD WITH LOVE.

As followers of Jesus, we know our first purpose is to love. In everything we do, in every interaction, we will strive to lead with love in order to enrich the lives of our students, families, guests, and fellow team members. To lead with love means that we will begin with love, model love, teach love, and in our love, we will seek to reflect the light of Christ into our community and the whole world.

02

IT'S NOT A JOB.
IT'S A MISSION.

We have been called by God and have been given a mission that is not of this world. Christ is the center of who we are and why we do what we do. Because we are truly working for HIM, we recognize that we are not working at a "job". This gives us a higher calling each day with our thoughts and actions.

03

ONE
GAC.

We are a team and must treat each other as such. We believe in each other and hold one another accountable. We are individually judged by our collective actions. We are one team, united. We pledge to live by the Matthew 18 Principle, whereby we seek reconciliation and resolution.

04

FOR THIS
STUDENT.

Our students are unique and learn differently. For that reason, we will be responsive in our teaching and let their learning drive our instruction. In order to truly embrace our calling, we must learn to accept and welcome change in our environment. We are committed to making each day enjoyable and engaging for our students.

05

OBSESSED
WITH FINDING
A BETTER WAY

We believe in continuous growth and that every person, both students and faculty/staff, can learn and develop their intellect, skills, and abilities. We are each committed to our own professional growth.

06

YES
BEFORE NO.

We recognize that one cannot always say Yes to every question or inquiry. However, we commit to not immediately saying no. We are committed to fostering curiosity and new ideas. We will think outside the box, work on a compromise, or at least give all options a strong consideration before making a decision.

07

IT'S IN
THE INCHES.

We pay attention to the small things. They make up the difference between being good and truly being exceptional. We show our dedication to our mission through our professionalism, our communication, and our behavior. We desire nothing less than exceptional service for our students and families.

08

WE BLEED RED
AND GOLD.

We are committed to supporting the mission of Greater Atlanta Christian School. In order to do that, we will be positive about both our own efforts each and every day and the efforts of others. When one of us wins, we all win. We will do what it takes to ensure that the GAC family as a whole is successful by going above and beyond expectations.



GAC AT A GLANCE

FOUNDED

1961

ENROLLMENT
INFANTS-12TH GRADE

1800

\$ 80M

ENDOWMENT

STUDENT
DIVERSITY

50%

30

AP COURSES

AP PASS
RATE

96%

HONORS
COURSES

32

216

FACULTY
(FT/PT/STAFF)

FACULTY WITH
ADVANCED DEGREES

76%

FACULTY WITH
APPLE
CERTIFICATION

100%

ACADEMICS

GAC offers a comprehensive and dynamic academic program designed to foster intellectual growth, creativity, and collaboration among its students. The curriculum emphasizes critical thinking and effective communication, encouraging students to present arguments, defend hypotheses through well-researched papers, and engage in collaborative projects that require consensus-building. To support personalized learning, GAC has implemented TrekAI, an innovative AI-based tool for grades 6-12 that integrates the school's curriculum with advanced Large Language Models. This platform provides just-in-time tutorial support and assists teachers in identifying concepts that may require further instruction, exemplifying GAC's forward-thinking approach to education. GAC engages students through rigorous, intentional academic experiences that keep in mind the distinct purpose of each student. Research and care inform every decision, from classroom layout to daily schedules and technology resources. Creativity, collaboration, and communication skills are infused in every course. From preschool to high school, students gain a firm foundation in academics, faith, and community that will carry them through their educational career.

GAC's commitment to academic excellence is evident through its extensive course offerings and flexible learning options. The school provides 30 Advanced Placement (AP) courses and 32 honors courses, along with dual credit options and over 100 online classes through its Ethos School, catering to a diverse range of student interests and academic goals. The curriculum is thoughtfully designed to align from early childhood through high school, ensuring a cohesive educational experience. Additionally, GAC offers synchronous learning options, allowing students to participate in real-time classroom experiences both in-person and remotely, thereby providing flexibility and choice. Beyond the classroom, students have opportunities to engage in global education initiatives, including learning excursions, mission trips, and study abroad programs, fostering a sense of global citizenship and service.

"GAC offers a comprehensive and dynamic academic program **designed to foster intellectual growth, creativity, and collaboration among its students.**"



THE ARTS

GAC also offers a comprehensive and dynamic arts program that nurtures students' creative talents across various disciplines. Through over 40 electives in visual and performing arts, middle and high school students engage in artistic endeavors that foster self-expression, critical thinking, and collaboration. The visual arts curriculum emphasizes creative risk-taking and technical proficiency, providing opportunities for students to explore diverse media and develop a lifelong appreciation for the arts in the school's seven art studios. In theatre, GAC's award-winning program enhances students' poise, presence, and vocal expertise, with 18 theater productions a year and courses designed to cultivate dramatic talents. The conservatory-style School of Music offers personalized instruction in various instruments and voice, accommodating students' schedules to promote musical growth. Additionally, the dance program encourages students to use movement as a form of worship and artistic expression, with classes spanning multiple disciplines and performance opportunities throughout the year, including private instruction in the School of Ballet. Collectively, GAC's arts programs are integral to the school's mission of providing a faith-infused, academically rich education that cultivates creativity and prepares students for success beyond the classroom.



ATHLETICS

THE SPARTANS

The athletics program at GAC plays a vital role in the holistic development of its students. With 67 athletic teams across 21 sports, GAC provides opportunities for students from Lower School through High School to engage in physical activities that promote discipline, teamwork, and leadership. The school's commitment to excellence is evident in its 66 state championships and 119 college signees in the last five years. GAC's athletic philosophy emphasizes not only physical growth but also mental, emotional, social, and spiritual development, aiming to cultivate well-rounded individuals prepared for future challenges.

The school's state-of-the-art facilities support its robust athletic programs, featuring 21 venues, including Spartan Stadium, the Long Forum, and the Freeman Aquatic Center. These facilities host a variety of sports such as football, basketball, swimming, and more, providing students with top-tier environments to hone their skills. GAC also offers specialized programs like the Tennis Academy and the Spartan Aquatic Club, which cater to athletes seeking advanced training in specific disciplines. The school's comprehensive approach to athletics ensures that students have access to the resources and support necessary to excel both on and off the field.





CHRISTIAN LIFE

GAC is a non-denominational Christian school that encourages students of all backgrounds to learn more about what it means to have faith in God, put it into action, and find meaningful and healthy relationships in their school environment every day. The integration of faith into daily life is a cornerstone of the community at GAC, profoundly influencing both students and faculty. The GAC community strives to meet each student wherever they are on their faith journey and inspire them toward Christ. Faculty members are not only educators but also spiritual mentors who exemplify Christian principles in their personal and professional lives. The result is a community where students grow spiritually and emotionally through serving others and engaging in deep and relevant conversations. Students (and faculty) are provided with opportunities to grow in their relationship with God every day in a multitude of ways, including chapel, Bible classes, Bible studies, the Student Ministry Program, annual spiritual retreats, faculty-led mission trips, and service-learning projects.

GAC is a Christ-centered community that takes seriously the gift and responsibility to represent Christ in how they worship, learn, and live. The GAC [Statement of Faith](#) and [Community Covenant](#) demonstrate these beliefs and ensure that GAC thrives as a faith-infused academic community. Both statements are signed annually by each member of the Board of Trustees, administration, faculty, and staff. The signatures are their promise to uphold their mutual beliefs in God's message and to uphold the responsibility of a faith-infused community.

"GAC is a Christ-centered community that takes seriously the gift and responsibility to **represent Christ in how they worship, learn, and live.**"

LEADERSHIP & FACULTY

GAC is led by a dedicated team of professionals committed to fostering a Christ-centered educational environment. At the helm is President Dr. Scott Harsh, who has been with GAC since 1996, serving in various roles such as educator, principal, and Vice President before becoming President in 2018. Supporting him is Dr. Josh Thomason, who serves as Vice President of Finance and Operations and is the Executive Director of Ethos School. Additionally, Dr. Katherine White, Vice President of Advancement, leads development and community relations efforts, and Dr. Betty Morris, Director of Academics and Teacher Growth, works with the PK-12 teachers in all content areas to build Professional Learning Communities. This leadership team, along with other dedicated principals and directors, ensures that GAC remains steadfast in its mission to provide quality education in a Christian environment.

"I get to do meaningful and interesting work each day, and I have an opportunity to invest in our students' lives and create value for our families. GAC provides an engaging and nurturing environment for students to explore broad interests, develop their passions, advance their intellect and skills, practice leadership, and cultivate their faith."
- Dr. Scott Harsh

The faculty at GAC comprises a diverse and dedicated group of professionals committed to fostering a Christ-centered educational environment. This team includes experienced educators, administrators, and mentors who bring a wealth of knowledge and a passion for nurturing students' academic and spiritual growth. Every faculty member is Apple Certified, and over 80% of them hold advanced degrees. GAC places a strong emphasis on professional development, offering programs such as the Faculty Fellows Initiative, which provides recent graduates and young professionals with opportunities to develop teaching skills and leadership experience within a faith-infused community. This commitment to excellence ensures that faculty members are well-equipped to inspire and guide students in their educational journey.





GOVERNANCE & ACCREDITATION

The GAC Board of Trustees is the school's governing body, currently consisting 22 Board members. Board members must have an established profession of faith in Jesus Christ and agree to uphold the GAC [Statement of Faith](#) and [Community Covenant](#).

GAC is fully accredited by AdvancedED (Southern Association of Colleges and Schools), the Southern Association of Independent Schools (SAIS), and the National Christian School Association. GAC also holds membership with the College Board, the National Association of Independent Schools (NAIS), the Georgia Independent School Association (GISA), the Atlanta Area Association of Independent Schools (AAAIS), and the Council for Educational Standards and Accountability (CESA). Since 2010, GAC has been honored as an Apple Distinguished School. The school has also been awarded the National Blue-Ribbon School Award and has been recognized as a National School of Excellence.

THE OPPORTUNITY

GAC is seeking to fill the role of Director of Human Resources, with the position available upon hiring. The Director of Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resources (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy. The Human Resources Director coordinates the implementation of services, policies, and programs through HR staff and individual contribution.

SUPERVISORY RESPONSIBILITIES

- Recruits, interviews, hires, and trains new staff in the HR Department.
- Oversees the daily workflow of the department, making certain all critical duties are handled effectively and timely.
- Provides constructive and timely performance evaluations of subordinates.
- Coaches subordinates in their career development efforts.
- Handles discipline and termination of employees in accordance with policies.



DUTIES AND RESPONSIBILITIES

- Collaborates with senior leadership to understand the organization's goals and strategies related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource and payroll compliance and strategy needs.
- Administers or oversees the administration of human resource programs, including, but not limited to, compensation, benefits, and leave; payroll; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Assists and advises managers and supervisors about Human Resources issues.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) and/or other systems.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Reviews and modifies HR and payroll policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, payroll, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff and other organization staff members as needed or requested.
- Performs other duties as required.



CANDIDATE QUALIFICATIONS

GAC strives to create an inclusive environment that welcomes and values the diversity of the people we serve. GAC fosters fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity. The school is most interested in finding the best candidate for the job that is engaged and passionate in promoting the faith-based mission for its students, and that candidate may come from a less traditional background. Candidates are still encouraged to apply, even if they don't meet every one of the qualifications listed.

REQUIRED KNOWLEDGE, SKILLS, & CAPABILITIES

- Broad knowledge and experience in employment law, employee benefits, training and development, compensation, payroll, employee relations, organizational planning, organization development, and safety.
- Excellent verbal and written communication skill.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Demonstrated ability to interact effectively with the senior leadership team.
- Strong supervisory and leadership skills.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Evidence of the practice of the highest level of confidentiality.
- Exceptional presentation, public speaking, meeting facilitation, and group training skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS, payroll, and talent management systems.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Master's degree preferred.
- Minimum of seven (7) years of HR management experience required, including direct supervision of one or more employees.
- Or, equivalent combination of formal education and experience.
- SPHR, PHR, SHRM-CP, or SHRM-SCP highly preferred.



PHYSICAL REQUIREMENTS

- Must be able to be stationary for prolonged periods at a desk, sometimes while working on a computer.
- Must be able to operate a computer and other office machinery.
- Must be able to lift up to 15 pounds at times.
- Must be able to position self to maintain files in lower and higher drawers in cabinets.
- Must be able to read written or electronic documents with or without correction.
- Must be able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to traverse between office buildings/facilities on campus.

OTHER

- Successful background check, reference checking, and drug/alcohol screening clearance;
- Acknowledgement of and agreement with GAC's [Statement of Faith](#) and [Community Covenant](#).



THE CHARGE

GAC is a faith-infused, academically rich community, ranked in the top tier for teaching quality, the arts, and athletics. The faculty and administration at GAC are Christians, change-makers, dreamers, aspirers, and hard workers. Together, they are raising a generation of bright, inspired, generous leaders. They share in a community where high academic rigor is matched by active faith and a deep commitment to care for one another in a collegiate-style campus. They live out their passions, their curiosity, their faith, and their pursuit to **Be Greater**.

The Director of Human Resources at GAC is entrusted with the critical responsibility of fostering a workplace that reflects

the mission of the school “to help each child grow as Jesus did, in wisdom, in stature, and in favor with God and man.” The Director of Human Resources will not only manage HR functions but also shape the culture of the organization, ensuring that every faculty and staff member experiences a Christ-centered, professional, and supportive environment. By guiding strategic HR initiatives, they will help create an environment where employees flourish, collaboration thrives, and the GAC community remains a beacon of excellence in Christian education. Ultimately, their role is to ensure that GAC continues to be a place where faculty and staff can bring their whole selves—spiritually, professionally, and personally—to serve and inspire the next generation of leaders.



SEARCH PROCESS AND TIMELINE

The Greater Atlanta Christian School search is underway to hire a new Director of Human Resources who will begin as soon as a suitable candidate is identified. The hiring decision will be made by the Head of School and the Vice President of Finance and Operations. GAC has also engaged NextEd to provide support.

GAC offers competitive salary and benefits, including an all-inclusive dining program, onsite fitness center, professional development, healthcare benefits, student loan debt repayment assistance, retirement plan, and a Christian community of innovative, engaged individuals.

All candidates will be treated with the utmost confidentiality and discretion. Interested candidates should apply online through [NextEd's website](#). The online application will include specific personal information and the following required uploaded documents:

- Interest cover letter
- Resume
- Statement of personal Christian faith

Candidates who are invited to continue in the process as semifinalists will have a second round of data collection and other information deemed important to the search. Semifinalists will also participate in a recorded video interview with NextEd consultants.

NextEd will continue the recruitment process until a candidate has been selected by the Search Committee, but given this highly desirous opportunity, we anticipate the following timeline:

APPLICATION DEADLINE

APRIL 15, 2025

(though candidates will be considered and processed immediately upon the discretion of NextEd and GAC)

SEMI-FINALIST INTERVIEWS

LATE APRIL 2025

FINALIST VISITS

EARLY MAY 2025

APPOINTMENT

ASAP

(As soon as practical after Finalists Visits. New position to begin as soon as a candidate is available for transition.)

COMMUNICATION

Please direct all inquiries and nominations in confidence to:

Kurt Unruh, NextEd Partner
Search Consultant
303.319.9535
kurt@next-ed.com

[CLICK HERE TO APPLY](#)