



# GRACE

COMMUNITY SCHOOL

## ELEMENTARY ASSISTANT PRINCIPAL

GRACE COMMUNITY SCHOOL

TYLER, TEXAS

## INTRODUCTION

Grace Community School (Grace) is seeking a wise, conscientious, and spiritually mature leader to serve as its Elementary Assistant Principal. Located in Tyler, Texas, Grace Community School is a private, Christ-centered, college-preparatory school committed to assisting Christian families in educating, equipping, and encouraging their children to influence the world for Christ. Serving students from early education through twelfth grade, Grace integrates academic excellence with spiritual formation through a biblical worldview. With a strong emphasis on discipleship, community, and age-appropriate instruction, the elementary program at Grace provides a nurturing environment where young learners are known, faith is cultivated, character is developed, and a lifelong love of learning is established.

The role of the Elementary Assistant Principal is to create a safe, nurturing, and Christ-centered environment where young students can learn and grow. Working closely with the Elementary Principal, this leader supports teachers, encourages positive student behavior, and partners with parents to promote strong academic and spiritual development. With a heart for children and a commitment to shepherding them well, the Assistant Principal plays an essential part in building a joyful, welcoming community at Grace.

## MISSION STATEMENT

“To assist Christian families in educating, equipping, and encouraging their children to influence the world for Christ.”



## CORE VALUES

### REDEMPTIVE COMMUNITY

Redemptive community, community that is God-glorifying and Spirit-breathed, is the catalyst, the medium through which great Christian education happens, through which great living happens.

### EDUCATIONAL SANCTIFICATION

Educational sanctification is the idea that God’s Word- the written, revealed Word and the Word made flesh through Jesus Christ- is the foundation of everything that we do as a school. The goal is for students to understand God’s Word and His perspective on all of life and all of creation.

### LIFE AS WORSHIP

Every conversation, presentation, chapel service, teachers’ conference, parent seminar, newsletter, or update is an opportunity to focus our hearts and minds, our identity, on our relationship with Christ.



## STATEMENT OF BELIEFS

### WE BELIEVE

A. In the verbal, complete inspiration of the Old and New Testaments and hold them to be the inerrant Word of God, the supreme and final authority.

B. In one God, Creator of all things, eternally existing in three persons: Father, Son, and Holy Spirit.

C. That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true man and true God. He lived a sinless life and died for our sins according to the Scriptures...as a representative, substitutionary, and complete sacrifice. He rose again from the dead, ascended into heaven, and is today our High Priest and Advocate.

D. In the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and of judgments...to regenerate, sanctify, baptize, and empower all who believe in Jesus Christ. He indwells every believer in Christ and is an abiding helper, teacher, and guide.

E. That man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, lost and without hope except in His sovereign mercy and grace.

F. That Salvation is received by faith alone in the Lord Jesus Christ. All who trust in Him alone are justified and assured of eternal life by His shed blood.

G. That Christians are called to live a holy life of service and testimony for the glory of God and the well-being of their fellow man.

## GRACE

### AT A GLANCE

FOUNDED

**1973**

TOTAL  
ENROLLMENT

**1500+**

**12:1**

STUDENT TO  
FACULTY RATIO

COLLEGE  
ACCEPTANCE RATE

**100%**

**2025**

TAPPS HENDERSON  
CUP CHAMPIONS

**229**

FACULTY  
(FT/PT/STAFF)

FACULTY WITH  
ADVANCED DEGREES

**49**



## ACADEMICS

A primary goal of Grace is to provide an outstanding academic education, taught from a biblical worldview. Grace's faculty consists of gifted teachers of the highest order who teach and prepare children thoroughly – not only for a particular test, or for college admission, but for life. Core subjects are taught with continuity and rigor, emphasizing both academic excellence and spiritual formation as students grow in wisdom, knowledge, and character.

Beginning in Early Education and Kindergarten, students develop strong foundations in literacy, math, and social-emotional learning within a nurturing environment that supports individual growth. Elementary students engage deeply with Bible, language arts, math, science, and history while exploring enrichment areas such as STEM, fine arts, technology, and Spanish, fostering curiosity and a love for learning.

In Middle School, students strengthen critical thinking, communication, and leadership skills while navigating academic and personal development in a supportive Christian community. High School offers a college-preparatory program with Honors, AP, and dual-enrollment opportunities, equipping students for college, career, and service with confidence and purpose.

Across all grade levels, Grace Community School seeks to prepare students not only for academic success but to influence the world for Christ through lives marked by truth, integrity, and excellence. Grace is a relationship-based school. Teachers model Christ to our students and create long-term mentoring friendships that often go well beyond the four walls of the classroom and their years at Grace.



## FINE ARTS

The Fine Arts programs at Grace are built around the school's mission statement to assist parents in educating, equipping, and encouraging young people to influence the world for Christ. Grace's prayer is that God would use their Fine Arts program to create instruments that can be used for His honor and glory. Grace believes the arts reflect God's creative nature, and their goal is to teach students to practice their art with excellence as an act of worship.

The art curriculum in Kindergarten through 5th grades offers students a variety of creative activities using different materials. Students can be found creating with clay, paint, 3-D elements, and more. Elementary students also enjoy a weekly music class. The youngest students begin to learn about composers, play instruments, clap on a steady beat, sing songs, and move to the music. In middle school, students have the opportunity to explore the world of the arts. Course offerings include art, orchestra, choir, band, drumline, and drama. The high school fine arts program expands on the students' foundational skills and challenges them in preparing concert repertoire, small ensembles, art exhibits, and drama productions for competition in the TAPPS fine arts competition and for local performances and shows.



## ATHLETICS – THE COUGARS

At Grace Community School, athletics is not viewed as an end in itself, but as a means to develop Christ-like character qualities such as integrity, sportsmanship, service, discipline, and a commitment to excellence. Grace recognizes that spiritual, mental, and physical development are part of the process of sanctification, and athletics is intentionally integrated into the curriculum as a tool for that formation. Whether in the classroom or on the field, student-athletes, coaches, and spectators are called to glorify God in word and deed, understanding that athletics is not our god – God is our God.

Participation in Grace athletics is a privilege accompanied by responsibility, with high standards rooted in God’s Word and a “people first, performance second” philosophy that prioritizes discipleship and spiritual formation over win-loss records. Coaches serve as spiritual leaders, discipleship is central to every level of the program, and accountability, excellence, and mission-mindedness define competition. Grace Athletics seeks spirited competition on the field while honoring the God-given dignity, value, and worth of all participants, preparing student-athletes to influence the world for Christ by presenting their lives as living sacrifices in worship to the Lord.



### ATHLETIC OFFERINGS

- Baseball
- Basketball
- Cheer
- Cross Country
- Football
- Golf
- Soccer
- Swimming
- Softball
- Tennis
- Track & Field
- Volleyball

## SPIRITUAL LIFE AND SERVICE

Grace Community School partners with the local body of Christ to form students whose lives are shaped by the truth of the gospel. Grace seeks to cultivate deep roots in students’ understanding of who Jesus is and what He has done, helping them see all of life and learning as part of God’s redemptive story. Through Bible classes, chapel, and the intentional integration of a biblical worldview across all areas of learning, students are invited to grow in wisdom, worship, and faithful obedience.

Grace also encourages students to extend their learning beyond the classroom by living out their faith through meaningful service. Following Christ’s example—who came not to be served, but to serve—students are guided to view service as a natural response to God’s grace rather than a requirement to be fulfilled. Through opportunities for local, national, and global engagement, students learn to recognize needs, respond with compassion, and use their gifts in ways that reflect Christ’s love for the world.

Through these formative experiences, Grace aims to equip students to live purposefully and faithfully—understanding their learning, relationships, and service as part of God’s ongoing work of restoration—and to influence the world for Christ.



## FACULTY AND LEADERSHIP

Grace Community School is a relationship-based school that partners closely with parents for the success of each student, recognizing that clear and consistent communication between families and faculty is essential. Grace faculty are gifted teachers of the highest order, demonstrating deep mastery of their subjects while continually refining their knowledge and ability to communicate effectively with students. Beyond academics, teachers are passionate about teaching life—ministering to students, praying with them, holding them accountable, sponsoring clubs, leading trips, and coaching teams. Students are intentionally challenged and stretched both intellectually and spiritually, resulting in meaningful and lasting growth. Since 2003, Head of School Jay Ferguson, alongside a dedicated leadership team, has provided steady, mission-driven leadership, fostering unity across the school and ensuring that Grace remains faithful to its calling to educate, equip, and encourage students to influence the world for Christ.



## GOVERNANCE AND ACCREDITATION

Grace Community School is governed by a Board of Trustees that provides fiduciary oversight, strategic direction, and accountability to ensure the school remains faithful to its Christ-centered mission. Working in partnership with the Head of School and leadership team, the Board is responsible for policy, long-range planning, and institutional sustainability while supporting excellence in academics and operations.

Grace holds accreditation through the Association of Christian Schools International (ACSI) and AdvancED, reflecting its commitment to rigorous standards and continuous improvement, and was recognized as one of only two schools nationwide to receive exemplary accreditation in its inaugural year with ACSI. The school is also a member of the Council on Educational Standards and Accountability (CESA) and the Texas Association of Private and Parochial Schools (TAPPS), participating fully in professional development, accountability structures, and statewide academic, athletic, and fine arts programs.



## THE POSITION - ELEMENTARY ASSISTANT PRINCIPAL

Grace Community School seeks a wise, conscientious, and spiritually mature Elementary Assistant Principal to create a safe, nurturing, and Christ-centered environment where young students can learn and grow. Working closely with the Elementary Principal, this leader supports teachers, encourages positive student behavior, and partners with parents to promote strong academic and spiritual development. With a heart for children and a commitment to shepherding them well, the Assistant Principal plays an essential part in building a joyful, welcoming community at Grace.

### KEY RESPONSIBILITIES

#### *Leadership and Administrative Support*

- Assist the principal with interviewing and securing faculty, observing and training teachers, formulating class rosters, building the yearly schedule, leading staff meetings, and fulfilling other duties as assigned by the principal to support the function of the elementary school.
- Serve as a trusted counsel for the principal; keep the principal abreast of current concerns or issues.

#### *Student Behavior and Discipline*

- Develop and communicate school guidelines for student behavior and discipleship to students, staff, and parents.
- Ensure school rules are observed consistently and equitably; ensure consequences are applied equitably.
- Publicly support and recognize the teacher as the primary disciplinarian.
- Document student infractions and maintain confidentiality; support teachers in doing the same.
- Review discipline policies, dress code, attendance, school rules, and activities annually with stakeholders.
- Prepare elementary faculty handbooks annually.

#### *Supervision, Operations & Campus Programming*

- Coordinate and supervise the cafeteria, parking lot, and hallways before school, during lunch, and after school.
- Create and oversee the lunch duty schedule and lunch duty personnel.
- Create the weekly chapel schedule, including securing speakers and grade-level performances.
- Coordinate programming needs for chapel and special events with maintenance and AV teams.
- Coordinate and develop safety and security drills and maintain the drill calendar.



### QUALIFICATIONS

- Bachelor's Degree required; Master's Degree preferred
- Valid Teaching Certification
- A master teacher in his/her own right, with a minimum of 8-10 years of teaching experience and a record of successfully impacting student achievement
- A commitment to Grace Community School and its values; an understanding of Grace Community School's mission and unwavering commitment to fulfill it
- A high level of personal integrity and professionalism
- An unwavering commitment to the high academic achievement of all Grace students, in accordance with their God-given bent
- A capacity to work with the campus principal to motivate and lead instructional staff to yield the highest academic learning possible from all students
- Ability to give constructive feedback to instructional staff to facilitate student growth and learning
- Openness to receive feedback on issues that will facilitate the growth and achievement of faculty and students



## SEARCH PROCESS

The Grace Community search is underway to appoint a new Elementary Assistant Principal who will begin as soon as a suitable candidate is identified. The hiring decision will be made by the Head of School. Grace has engaged NextEd to provide support. Compensation will be competitive with comparable private schools in the area.

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 to include other information deemed important to the search. Semifinalists will also participate in a one-way recorded video interview.

Please direct all inquiries to:

### COMMUNICATION

Please direct all inquiries to:

**Talin Unruh**  
Talent Acquisition Manager  
720.822.0505  
[talin@next-ed.com](mailto:talin@next-ed.com)

[CLICK HERE TO APPLY](#)