



Trinity
Christian
Academy



ASSISTANT HEAD OF SCHOOL

TRINITY CHRISTIAN ACADEMY

ADDISON, TX



INTRODUCTION

Trinity Christian Academy (TCA) is an independent private coeducational school for grades PreK-12, offering Christian families and their children a demanding, college-preparatory curriculum within a Christian community committed to integrating biblical faith and learning. The school was founded in 1970 by a small group of parents committed to building a school with a strong curriculum within a framework of traditional Christian values. Today, TCA is one of the largest, single-campus, PreK-12 schools in the country, serving over 1,500 students on a 40+ acre campus in Addison, TX. The school is fully accredited, and TCA graduates are accepted to a wide variety of colleges and universities, including the nation's most prestigious institutions.

TCA is now seeking its next Assistant Head of School — a strategic, mission-aligned leader who will stand alongside Head of School Dr. Jeff Williams and bring senior leadership to the non-academic life of the

school. This is a newly created role designed to extend the Head's leadership capacity, strengthen the school's senior bench, and ensure that every dimension of the TCA experience — athletics, fine arts, admission, student formation, and family partnership — reflects the school's mission of educating and developing the whole person for the glory of God.

PASSION STATEMENT

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

MISSION STATEMENT

**Educating and
developing the
whole person for
the glory of God.**

PHILOSOPHY

CHRIST-CENTERED

Our mission is to educate and develop the whole person for the glory of God. We integrate faith with learning because we believe God created us in His image to be lovers and learners of Him, of our neighbors and of all creation.

EXCELLENCE

At TCA, our students are challenged academically through rigorous curriculum in 21st century classrooms. We are dedicated to preparing our students to pursue higher education at the country's most prestigious and challenging colleges and universities.

COMMUNITY

Through a combination of called and caring teachers, low student turnover and active family involvement, the TCA experience is one of community. Families, faculty and students develop long-standing relationships built on a pursuit of excellence in every area and a shared commitment to Jesus Christ.

TRADITION

With a storied history of academic, spiritual and athletic excellence, TCA offers an established record of students who excel beyond our walls. Our families value the foundation upon which our school was founded and remain committed to providing the exceptional TCA experience for future generations. Our influential alumni base remains connected to TCA and serves an integral role in our continued growth.



STATEMENT OF BELIEFS

- We believe in the verbal, plenary inspiration of both the Old and New Testaments, i.e. that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge.
- We believe in one God, eternally existing in three co-equal Persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one Person forever.
- We believe that God the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers, and who seals them eternally for God.
- We believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death, and that all men have inherited a sinful nature.
- We believe that Jesus Christ died as substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God and are eternally secure in Christ.
- We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ.
- We believe that Jesus Christ rose from the dead—physically and bodily—and that He ascended in like form into heaven, where He continually ministers as our Great High Priest and Advocate.
- We believe that this age will be consummated by the literal, visible, bodily return of Jesus Christ to this earth.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
- We believe that all believers are under the mandate of Jesus Christ to proclaim the gospel to all the world.

"We believe in one God, eternally existing in three co-equal Persons: **Father, Son, and Holy Spirit.**"

TCA

AT A GLANCE

FOUNDED

1970

ENROLLMENT

PREK-12

1,512

60

AP/HONOR
COURSES

ALL-STATE
ATHLETES IN
2025-26

21

11:1

STUDENT-
TEACHER RATIO

FACULTY
(FT/PT/STAFF)

179

57

FACULTY WITH
20+ YEARS
EXPERIENCE

189

CHURCHES
REPRESENTED
BY TCA FAMILIES

ACADEMICS

Trinity Christian Academy offers a rigorous, college-preparatory education that develops the whole student—academically, spiritually, socially, and physically—through a curriculum rooted in biblical faith and learning. From the nurturing foundations of the Lower School to the leadership-focused Middle School and the academically challenging Upper School, TCA cultivates critical thinking, intellectual curiosity, and Christ-centered character. Students are equipped to become thoughtful leaders and faithful influencers, supported by strong teacher relationships, rich academic offerings, and an enduring commitment to truth and excellence.



FINE ARTS

The Performing and Visual Arts Departments at TCA allow students to pursue their creative passions and develop the talents and skills of each student while creating art that glorifies God and blesses those who experience it. Students are free to pursue their creative passions and take their abilities and talents beyond the classroom setting. Concerts, performances, drama productions and art shows are held throughout the year, giving these students opportunities to further develop and share their God-given gifts. TCA's commitment to the fine arts is further evidenced by their state-of-the-art Performing Arts Center, which offers a 6,500-square-foot auditorium, black box theater, band room, choir room, soundproof rehearsal rooms and classroom space, and their art wing of classrooms, workshops and computer lab specifically for art students.

Students are equipped to become **thoughtful leaders and faithful influencers**, supported by strong teacher relationships, rich academic offerings, and an enduring commitment to truth and excellence.

ATHLETICS

THE TROJANS

TCA fields over 40 teams across 20 sports and competes in TAPPS (Texas Association of Private and Parochial Schools). Athletics at TCA is viewed as a platform for discipleship, teamwork, and excellence. Student-athletes are coached to give their best in competition while growing in character and faith, supported by outstanding facilities including an on-campus football stadium, multi-purpose athletic complex, tennis courts, baseball and softball fields, and an athletic performance center. Middle School athletics emphasize skill development, sportsmanship, and team participation, while Upper School programs offer highly competitive opportunities for student-athletes to excel at the varsity and junior varsity levels.



ATHLETIC OFFERINGS

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

STUDENT LIFE AND SPIRITUAL FORMATION

Trinity Christian Academy is committed to nurturing both the hearts and minds of students by grounding student life in relationships, service, and discipleship. Daily Bible classes, weekly chapel services, discipleship groups, and service learning projects are integral to the TCA experience, challenging students to grow in their personal relationship with Jesus Christ and live out their faith authentically. A wide range of extracurricular activities—including Prefect System, National Honor Society, worship teams, peer mentoring, robotics, yearbook, and more—fosters leadership, integrity, and community. Through these opportunities, students expand their horizons, pursue their interests, and develop as well-rounded, impactful leaders.



FACULTY AND LEADERSHIP

TCA's faculty is composed of deeply committed, highly qualified educators who view teaching as both a profession and a calling. Each teacher is dedicated to integrating a biblical worldview into every subject, fostering not only academic excellence but also spiritual formation. With a passion for mentoring students and cultivating meaningful relationships, TCA faculty partner with families to help students grow intellectually, emotionally, and in their walk with Christ. Through ongoing professional development and a shared commitment to the school's mission, TCA teachers create a learning environment marked by rigor, grace, and purpose.

The Leadership Team, under the guidance of Head of School Dr. Jeff Williams, works closely with faculty, staff, and families to cultivate a nurturing, Christ-centered environment where students are equipped spiritually, intellectually, and socially to fulfill God's calling on their lives. Their collaborative approach ensures that every decision supports TCA's core mission and values, promoting a culture of excellence and discipleship across all areas of school life.

Dr. Jeff Williams is beginning his fifth year as Head of School at Trinity Christian Academy — a school he knows firsthand as a member of the Class of '88. Dr. Williams believes the environment in which children grow up has an immeasurable impact on their formation, and that faculty and staff must be "the living curriculum" — modeling a love for the Lord, a love of learning, and love for each other. He views leadership not as position or title, but as the work that drives an organization's mission, requiring emotional intelligence, servant leadership, and the ability to empower every member of the school community. In the Assistant Head of School, Dr. Williams is seeking a trusted confidant who loves the Lord, is passionate about Christian education, and is ready to provide counsel and direction on matters of student culture, school operations, and institutional strategy — helping to position TCA for sustained excellence in the years ahead.



GOVERNANCE AND ACCREDITATION

Trinity Christian Academy is governed by a dedicated Board of Trustees who serve as faithful stewards of the school's mission to educate and develop the whole person for the glory of God. The Board provides strategic oversight and ensures that all decisions align with TCA's Christ-centered values, while entrusting daily leadership to the Head of School and administrative team. Together, the Board and Leadership Team partner with the broader TCA community to sustain a legacy of academic excellence, spiritual growth, and institutional strength.

TCA is accredited by and affiliated with a number of respected organizations, including the Council on Educational Standards and Accountability (CESA), Cognia, and the Evangelical Council for Financial Accountability (ECFA). The school is also a member of The Association of Christian Schools International (ACSI), The College Board, the National and Texas Association of College Admission Counselors, the Texas Association of Nonpublic Schools, and the National Association of Secondary School Principals—underscoring its commitment to both operational integrity and educational distinction.

THE POSITION - ASSISTANT HEAD OF SCHOOL

The Assistant Head of School (AHOS) at Trinity Christian Academy serves as a trusted senior leader supporting the Head of School, Dr. Jeff Williams, providing leadership and oversight across the school's non-academic programs and institutional life. Reporting directly to the Head of School and serving on both the Executive Team and Senior Leadership Team, the AHOS extends the Head's leadership capacity into the broad ecosystem of school life — athletics, admission, auxiliary programs, fine arts, student formation, spiritual life, and parent partnership — ensuring that every dimension of the TCA experience reflects the school's mission of educating and developing the whole person for the glory of God.

The AHOS is a senior decision-maker in matters of student culture, school operations, and institutional strategy. He or she must establish and maintain a cooperative, collegial work environment that enhances communication, trust, and productivity among faculty and administrators, with Christ as the center. As a mature and spiritually sensitive leader, the AHOS embodies and advances TCA's mission, modeling Christian virtue and personal decorum as an example to students, parents, and colleagues (I Timothy 4:12; Luke 6:40).

This is a newly created role designed to deepen TCA's senior leadership bench and to position the school for sustained excellence in the years ahead. The AHOS will serve as chief administrative officer in the absence of the Head of School and represents a strategic investment in TCA's long-term leadership continuity.

RESPONSIBILITIES

1. Support of the Head of School

- Serve as a trusted strategic helpmate and confidant to the Head of School, providing counsel on matters of school policy, administration, and institutional direction.
- Act as the senior liaison between the Head of School and other senior leaders, supporting clarity, communication, and alignment across the executive team.

- Represent the Head of School at meetings and functions as requested and serve as chief administrative officer in the Head's absence.
- Assist in developing and implementing school policies, programs, and the strategic plan.
- Manage special projects and school-wide initiatives as directed by the Head of School.

2. Leadership of Admissions, Auxiliary Programs & Fine Arts

- Supervise the Director of Admission, partnering on enrollment strategy, family engagement, and mission-aligned recruitment.
- Supervise the Director of Auxiliary Programs, advancing the breadth and quality of student and community offerings.
- Supervise the Fine Arts Department, championing the arts as expressions of God-given gifts in service of His glory.
- Integrate athletics, fine arts, and auxiliary programs within the broader life of the school so that each contributes to a unified TCA experience.

3. Student Formation & Spiritual Life

- Partner with the Director of Biblical Worldview to cultivate the spiritual formation of TCA students.
- Provide vision and direction for student chapels, missions, service initiatives, and advisory groups.
- Help shape and steward the culture of student life across divisions, in close coordination with academic leadership.

4. Community, Parent Partnership & Institutional Initiatives

- Serve as liaison between the Head of School and the Parent Teacher Fellowship, strengthening the partnership between TCA and its families.
- Develop contacts and nurture relationships across the TCA community.
- Assist the Executive Team with parent education initiatives.
- Collaborate with the Chief Innovation Officer on Discover Week and related signature programs.
- Collaborate with Campus Operations on aesthetics and environment projects that shape the student and family experience.

5. Institutional Strategy & Cross-Functional Collaboration

- Cast vision for new areas of growth and innovation that advance TCA's mission.
- Establish and monitor a budget that supports the goals and objectives of the school within the AHOS's area of responsibility.
- Collaborate with the Chief Academic Officer and division school heads on initiatives that bridge academic and co-curricular life and assist with accreditation as needed.
- Partner with Human Resources on faculty and staff culture, care, and employee survey initiatives.
- Assist with school-wide calendar planning.
- Serve on the Executive Leadership Team and Senior Leadership Team, contributing to yearly goals and objectives that advance the strategic plan.
- Serve as a member of the Safety Committee and the Incident Response Committee.

Qualifications

Education & Experience

- Master's degree in education or related discipline preferred.
- 3–5 years of educational leadership experience.
- 5+ years of academic administration experience.
- Classroom teaching experience strongly preferred, particularly in a Christian, independent, or college-preparatory setting; equivalent school leadership experience may be considered for otherwise outstanding candidates.
- Demonstrated experience supervising senior staff and managing programs of meaningful scope and complexity.

Leadership Skills & Characteristics

- Strategic thinker and planner with strong problem-solving, decision-making, and delegation skills.
- Exceptional supervisory and mentoring skills; ability to develop and elevate the leaders reporting to him or her.
- Strong organizational skills with the ability to manage multiple high-stakes priorities simultaneously.



- Strong verbal and written communication skills, including the ability to communicate with confidence and warmth across constituencies — students, faculty, staff, parents, board, and external audiences.
- Takes initiative; encourages and models healthy relationships across teams.
- Ability to advise the Head of School on matters of school policy and administration with discretion, candor, and wisdom.

Spiritual & Personal Qualifications

- Has a growing and vibrant personal relationship with Jesus Christ.
- Demonstrates biblical maturity and serves as a Christian role model in word, conduct, and character (I Timothy 4:12).
- Communicates biblically, including in conflict and difficult conversations (Matthew 18).
- Maintains active membership and participation in a Protestant, evangelical church.
- Fully aligned with TCA's Statement of Beliefs and committed to its mission of educating and developing the whole person for the glory of God.

THE CHARGE

Trinity Christian Academy stands among the nation's premier Christian schools, with a clear mission, a deeply engaged community, and a fifty-plus year legacy of educating and developing the whole person for the glory of God. Under the leadership of Head of School Dr. Jeff Williams, TCA is positioned not only to sustain its excellence but to extend its influence and impact for generations of students yet to come.

To that end, TCA has created the role of Assistant Head of School — a strategic role at the most senior level of school leadership, designed to expand the school's capacity for vision, oversight, and shepherding across the breadth of TCA's institutional life. This is a calling, not merely a position. The Assistant Head of School will be charged with:

1. Standing alongside the Head of School as a trusted strategic helpmate — sharing the weight of senior leadership, extending the Head's reach, and bringing wisdom, discernment, and steady judgment to the decisions that shape the school's daily life and long-term trajectory.
2. Leading with excellence across the non-academic ecosystem of TCA — athletics, admission, auxiliary programs, fine arts, student formation, chapel, missions, and parent partnership. The AHOS will ensure that each of these domains operates with rigor, mission alignment, and a unified sense of purpose, so that every dimension of a TCA student's experience reflects the school's commitment to forming the whole person.
3. Cultivating student culture and spiritual formation in partnership with the Director of Biblical Worldview and the broader leadership team — helping to shape an environment in which students grow in the grace and knowledge of Jesus Christ and are equipped to do with excellence all that God has called them to do.
4. Developing and elevating leaders. The AHOS will mentor and develop the directors and department leaders reporting to him or her, building a stronger senior bench across the school and modeling the kind of servant leadership TCA seeks to instill in its students.
5. Deepening the partnership between school and family. Through the Parent Teacher Fellowship, parent education initiatives, and the daily rhythms of school life, the AHOS will strengthen the trust and shared purpose that have long been hallmarks of the TCA community.
6. Investing in his or her own leadership development with a long view in mind. While this role is meaningful and complete in its own right, TCA also views this hire as an opportunity to deepen the school's leadership bench and, should the Lord lead and the fit prove right over time, to position this person for greater responsibility in the years ahead.

Expectations as a Result of the AHOS's Leadership

Through the faithful exercise of this calling, Trinity Christian Academy expects that:

- The Head of School will gain meaningful capacity to focus on the highest-leverage strategic and external priorities of the school, knowing that institutional life is well shepherded.
- Athletics, fine arts, admission, and auxiliary programs will operate as a unified and mission-aligned whole, each contributing distinctly to the TCA student experience.
- Student culture and spiritual formation will continue to deepen, with chapel, missions, and service initiatives reflecting TCA's vision for student discipleship.
- Faculty, staff, and administrators will experience clear direction, healthy communication, and effective leadership across the school.
- Parents will experience an even stronger sense of partnership with the school and confidence in its leadership.
- The senior leadership bench at TCA will be deeper, more developed, and better prepared for the school's next chapter.
- TCA will be positioned with strength and continuity to advance its mission for the generations of students yet to walk through its doors.

TCA views this role as a strategic investment in the school's leadership bench. While the Assistant Head of School position is meaningful and complete in its own right, TCA is also intentional about creating an environment in which the right leader could, over time and as the Lord directs, be developed for greater responsibility in the years ahead.

ABOUT ADDISON, TEXAS

Discover Addison, Texas: Where Urban Energy Meets Community Living

Located just 15 miles north of Downtown Dallas, Addison is a vibrant 4.4-square-mile community known for its exceptional dining scene, thriving business environment, and year-round events. Positioned along the Dallas North Tollway in the heart of the Metroplex, Addison combines big-city amenities with the convenience and character of a close-knit town.

Dining, Entertainment & Recreation – A destination for food, fun & outdoor living:

- More than 180 restaurants, cafés, and entertainment venues earning Addison its reputation as the “Restaurant Capital of Texas”
- Popular attractions including Vitruvian Park, Addison Circle Park, and over 118 acres of parks, trails, and green spaces
- A lively nightlife scene featuring live music, comedy, breweries, and more throughout the town



Events, Culture & Local Character – A community that celebrates year-round:

- Home to nationally recognized events including Addison Kaboom Town!, Taste Addison, Oktoberfest, and the Vitruvian Lights holiday display
- A vibrant public art program featuring nearly 30 outdoor sculptures and installations throughout the community
- Walkable mixed-use districts that blend dining, entertainment, shopping, and residential living

Business & Quality of Life – Opportunity, connectivity & convenience:

- A major employment center along the Dallas North Tollway, home to corporate offices, innovative businesses, and entrepreneurial growth
- Addison Airport provides a significant transportation asset for corporate and private aviation
- Diverse housing options, exceptional amenities, and a highly connected location in the heart of the Dallas-Fort Worth Metroplex

Whether enjoying a world-class meal, attending a festival in Addison Circle Park, or taking advantage of its central location and thriving business community, Addison offers a dynamic lifestyle defined by connectivity, culture, and convenience.



PLACES TO VISIT IN ADDISON



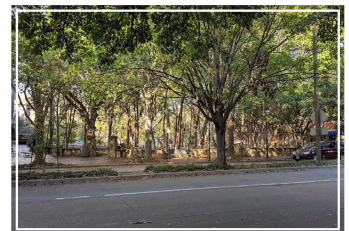
VITRUVIAN
PARK



WATERTOWER
THEATRE



ADDISON
CIRCLE PARK



BOSQUE
PARK

SEARCH PROCESS AND TIMELINE

The Trinity Christian Academy search is underway to appoint an Assistant Head of School who will begin in the summer of 2027. The hiring decision will be made by the Head of School. TCA 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 recorded video interview with NextEd consultants. Given this highly desirable opportunity, we anticipate the following timeline:

TIMELINE

APPLICATION DEADLINE

AUGUST 30, 2026

(though candidates will be considered and processed immediately at the discretion of NextEd and the Search Committee)

SEMIFINALIST INTERVIEWS

SEPTEMBER 2026

FINALIST VISITS

OCTOBER 2026

APPOINTMENT

**DECEMBER 2026 FOR JUNE/
JULY 2027 START DATE**


COMMUNICATION

Please direct all inquiries and nominations in confidence to:

Kurt Unruh, NextEd Partner
Search Consultant
303.319.3335
kurt@next-ed.com

CLICK HERE TO APPLY