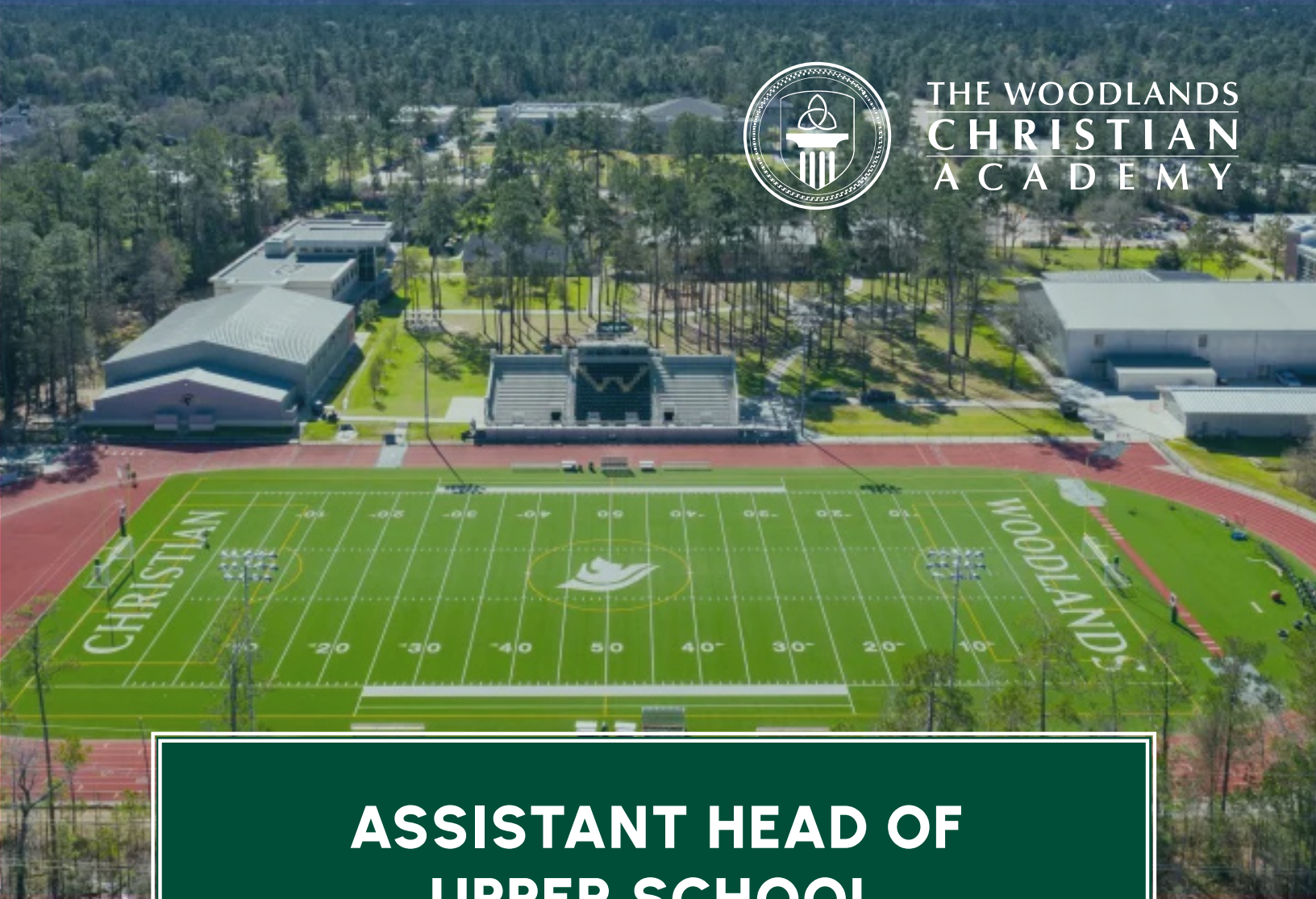




THE WOODLANDS  
CHRISTIAN  
ACADEMY



# ASSISTANT HEAD OF UPPER SCHOOL

**THE WOODLANDS CHRISTIAN ACADEMY**

WOODLANDS, TEXAS



## INTRODUCTION

The Woodlands Christian Academy (TWCA) is seeking a mature, intentional, and collaborative leader to serve as its Assistant Head of Upper School. Located on 45 beautiful wooded acres, The Woodlands Christian Academy is an independent, Christ-centered school committed to challenging students to achieve their highest potential for the glory of Christ. With small class sizes, intentional relationships, and a vibrant community life, TWCA provides students with an environment where faith is nurtured, character is shaped, and learning is rooted in a Biblical worldview.

TWCA believes that the formation of students—academically, spiritually, and socially—is central to its mission and essential to preparing graduates for lives of purpose and impact. The Assistant Head of Upper School serves as a key leader and daily presence in the life of the division, providing strategic and supportive leadership for all academic, cultural, and student-development initiatives—including curriculum coordination, instructional practices, faculty support, student transitions, and community-building efforts. TWCA is seeking a relational and mission-driven educator who helps cultivate a Christ-centered, academically excellent environment, equips teachers and students to grow in their gifts, and partners with families to support the flourishing of every learner on campus each day.

## MISSION STATEMENT

***“The Woodlands Christian Academy is an independent, Christ-centered college preparatory school that integrates learning with Biblical faith and spiritual growth, and challenges students to reach their highest potential – intellectually, creatively, physically, and socially – for the glory of Jesus Christ.”***



## VISION STATEMENT

***The Woodlands Christian Academy aspires to be a preeminent Christian school, equipping servant leaders to impact their world and eternity for Jesus Christ.***

## CORE VALUES - THE WARRIOR WAY

At The Woodlands Christian Academy, The Warrior Way is the heartbeat of its community and the foundation of its identity. Rooted in five uncompromising core values – A Warrior:

- Honors God,
- Fights for Truth
- Leads by Example
- Serves Others
- Walks Humbly





## THE SIX PURSUITS

TWCA helps students discover their God-given purpose and prepare to lead lives of lasting impact through The Six Pursuits. The Six Pursuits are the single defining framework for the educational model at TWCA. They are the lens through which the school sees every student, every subject, every opportunity, and they offer a glimpse into the heart of Woodlands Christian.

- **Pursuit of God**
- **Pursuit of Knowledge and Wisdom**
- **Pursuit of Creativity and Beauty**
- **Pursuit of Service**
- **Pursuit of Strength and Endurance**
- **Pursuit of Relationship**



## STATEMENT OF BELIEFS

Because The Woodlands Christian Academy is an institution founded by the direction of Christ Jesus, and because the commitment of TWCA is to remain always faithful to Him, the following truths are to be held in continual agreement by all persons involved with Woodlands Christian:

**1. We believe in the Trinity:** God eternally exists in three persons—the Father, the Son, and the Holy Spirit—and these three are one God, having precisely the same nature, attributes, and perfection.

**2. We believe in the full deity and humanity of Christ:** We believe that Jesus Christ is both God and man. Although He is fully God, He was born of a virgin and lived a perfect, sinless life as a man.

**3. We believe in the spiritual lostness of the human race:** All men have sinned and have separated themselves from God by their sin.

**4. We believe in the substitutionary atonement and bodily resurrection of Christ:** Christ's death on the Cross paid the penalty for sin and removed humanity's separation from God. Christ physically rose from the dead and is now at the right hand of the Father, making intercession for all who trust in Him.

**5. We believe in salvation by faith alone in Christ alone:** Salvation is a gift of God to all who trust in Jesus Christ as Lord and Savior. We believe that at the time of salvation, the Holy Spirit indwells the believer.

**6. We believe in the physical return of Christ:** Jesus Christ will one day return in power and glory; the believer will be united with Christ to live eternally in His presence, while the unbeliever will be eternally separated from God.

**7. We believe in the authority and inerrancy of Scripture:** The Bible is the only inspired word of God and is inerrant by His design.



## ACADEMICS

At The Woodlands Christian Academy, education is meant to enable students to know the Lord and honor him in word and deed. Beginning in pre-kindergarten and extending through graduation, students develop a deep love of truth, goodness, and beauty as revealed through the person of Jesus Christ, understanding all truth as God's truth. A TWCA education is meant to develop within each student a sense of wonder and awe of our Lord and of his creation and to cultivate a love for their neighbors while simultaneously preparing them for a life of service as they go into the world and seek to make an impact for all of eternity.

Through a holistic approach to learning, students are engaged in the arts, humanities, and STEM education beginning in the Lower School. As they develop an ability to grasp the foundational elements of learning through a lower school education, they are then stretched to develop critical thinking aptitudes and begin to master writing and speaking proficiency throughout middle school. In upper school, students acquire knowledge and advance the rhetorical skills associated with deep reading, writing, and speaking across the curriculum.

Understanding that students develop in different ways academically, all are provided with an education that will enable them to develop their capabilities and talents in a manner that prepares them to successfully meet the demands of each subsequent level of education, preparing them to be lifelong learners. The Woodlands Christian Academy is intentional about knowing the strengths and weaknesses of each individual student, building upon students' current knowledge and skills. Through a variety of programs and pedagogical approaches, faculty seek to prepare them not only for university and the world of work but, more importantly, to flourish as human beings throughout their lives.



## TWCA

### AT A GLANCE

FOUNDED  
**1993**

ENROLLMENT  
PREK-12  
**900**

**9:1**  
STUDENT TO  
FACULTY RATIO

COLLEGE  
ACCEPTANCE RATE  
**100%**

**#1**  
BEST CHRISTIAN  
HIGH SCHOOL IN  
MONTGOMERY  
COUNTY

**#4**  
BEST HIGH  
SCHOOL FOR  
ATHLETES IN  
HOUSTON

**208**  
FACULTY  
(FT/PT/STAFF)

FACULTY WITH  
ADVANCED  
DEGREES  
**41%**



## THE ARTS

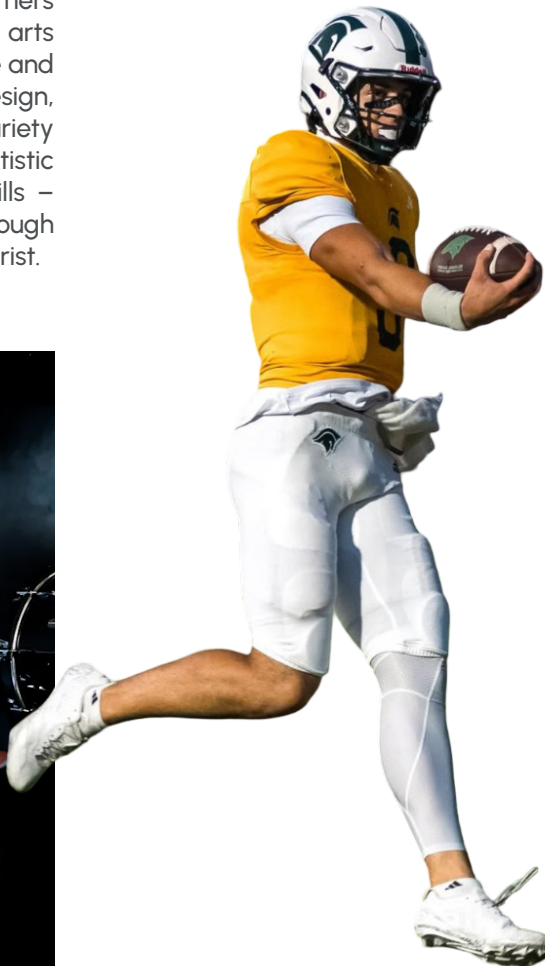
At TWCA, the Arts are not an afterthought – they are an essential part of a well-rounded, Christ-centered education. TWCA believes that God has shared His divine gift of creative artistry for the benefit of each child; that the Arts are an integral part of a student's well-rounded education and provide a powerful opportunity to glorify God. Whether through performing arts or visual arts, students are invited to explore a broad, enriching arts curriculum that invites discovery, excellence, and expression of Truth and beauty.

- **Performing Arts** – TWCA offers band, choir, theatre, dance, speech/debate, and lower-school music, giving students at every level opportunities to grow musically, perform, collaborate, and express faith through creativity. The Performing Arts Program aims to inspire a lifelong love of music, foster artistic expression, and instill the qualities of discipline and dedication.
- **Visual & Digital Arts** – From the youngest learners to upper-school students, TWCA's visual arts offerings include drawing and painting, sculpture and ceramics, photography, animation, graphic design, broadcasting, and more. Students explore a variety of media, master fundamental design and artistic principles, and build technical and creative skills – all to foster a love of learning the visual arts through creativity and discovery for the glory of Jesus Christ.

## ATHLETICS – THE WARRIORS

At TWCA, Athletics are a vital extension of Christ-centered, whole-student education – giving students the chance to grow physically, spiritually, and socially, while striving for excellence and teamwork. As a member of the Texas Association of Private and Parochial Schools (TAPPS), TWCA competes against other private schools around the state for championships in individual and team varsity sports.

TWCA's programs span all seasons and interests – from traditional team sports to individual competition – giving every student the opportunity to discover and develop athletic gifts and God-given potential. Through the Warrior sports experience, students learn discipline, teamwork, perseverance, and character – all rooted in biblical faith – preparing them to compete with integrity, lead with humility, and represent Christ on and off the field.



### ATHLETIC OFFERINGS

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





## STUDENT LIFE AND SPIRITUAL FORMATION

At TWCA, spiritual formation and community life go hand-in-hand with academics, arts, and athletics – because growing in faith and character is central to a truly Christ-centered education. Each day on campus, students encounter God's truth: Scripture is read, prayers are shared, and students are invited to see the world through the lens of God's truth. Every class is taught through the lens of a Biblical worldview, helping students see God's hand in every part of life and learning, while faculty model faith through the way they teach, mentor, and build relationships.

Beyond the classroom, TWCA offers a vibrant student life. With more than 30 clubs and organizations – from arts and academics to faith-based groups, community service, and leadership opportunities – students are encouraged to explore their passions, build relationships, and grow in spirit, character, and community. Through athletics, arts, service, and organized clubs, students live out their faith in real-world contexts – learning discipline, servant-leadership, compassion, teamwork, and humility. Opportunities such as field trips, retreats, and travel enrich student life – broadening horizons, strengthening relationships, and creating shared memories that shape lifelong community. The result: a warm, welcoming community where students, families, and staff belong – a place where friendships often last a lifetime, and where each student is encouraged to grow in faith, purpose, and Christ-like character.



## FACULTY AND LEADERSHIP

The Woodlands Christian Academy is shaped daily by a team of passionate, mission-driven educators who view teaching as both a profession and a calling. Faculty members across every division – Early Childhood, Lower School, Middle School, and Upper School – are committed to integrating biblical truth with academic excellence, fostering an environment where students are known, challenged, and encouraged to grow in every area of life.

At the center of this educational community is Head of School Julie Ambler, who has served since 2006. Her leadership emphasizes a Christ-centered culture, strong academic alignment from Pre-K through 12th grade, and the development of students as confident, compassionate, and capable servant-leaders. Under her direction, TWCA continues to expand its programs, facilities, and opportunities to meet the needs of today's learners while staying rooted in its core mission.

What distinguishes TWCA's faculty is their intentional investment in students – building authentic relationships, modeling Christ-like character, and bringing learning to life through creativity, expertise, and care. Teachers serve not only as instructors but as mentors who nurture intellectual curiosity, spiritual growth, and personal responsibility.

Together, TWCA's leadership and faculty cultivate a learning community where students are supported, inspired, and equipped to reach their full, God-given potential.





## GOVERNANCE AND ACCREDITATION

The Woodlands Christian Academy is an independent, interdenominational Christian day-school, governed by a self-perpetuating Board. That Board represents the "moral owners" of the school — parents, faculty, and members of the broader Christian community — who share in the school's mission and long-term vision. The Board hires the Head of School and delegates day-to-day operations and leadership to that individual under explicit governing policies.

TWCA holds multiple accreditations and memberships, which affirm its commitment to high academic standards, financial integrity, and Christian mission. The school is accredited by Cognia (formerly AdvancED), Association of Christian Schools International (ACSI), and the Council on Educational Standards and Accountability (CESA). Financially, TWCA is accredited by the Evangelical Council for Financial Accountability (ECFA). Together, this governance structure and multilayered accreditation provide families with confidence in TWCA's stability, accountability, and commitment to delivering a quality, faith-centered education.

## THE POSITION - ASSISTANT HEAD OF UPPER SCHOOL

The Assistant Head of Upper School is responsible for supporting the leadership, management and daily operations of the Upper School. This includes fostering a Christ-centered, nurturing and academically rigorous environment and collaborating with the Associate Head of School for Academics, Head of Upper School, Director of Curriculum and Instruction, faculty, students and families to strengthen the school community. The Assistant Head of Upper School works to promote the mission, vision and end goals of TWCA.

### Essential Functions

As a member of the Senior Leadership Team, the Assistant Head of Upper School will carry the following responsibilities:

- Possess and model a growing relationship with Jesus Christ.
- Demonstrate trustworthy commitment to TWCA and to fulfilling its Mission and Vision.
- Drive professional and personal growth.
- Serve wholeheartedly as an exceptional teammate.
- Demonstrate a commitment to a loving forthrightness and honesty in addressing all areas of conflict or disagreement.

### LEADERSHIP

- Demonstrate and provide strategic leadership to align the Upper School with TWCA's mission, vision and strategic direction.
- Model and promote a vibrant Christian faith through personal conduct, communication and leadership.
- Foster a positive and respectful school culture that reflects Christian values.
- Lead and participate in Upper School team meetings and other meetings, as needed.
- Represent the Upper School while ensuring alignment with the school's strategic direction and fully supporting other departments.
- Lead in curriculum coordination, development, implementation and evaluation to ensure academic excellence and adherence to educational standards
- Support teachers in implementing differentiated instruction and best practices in teaching and learning.
- Support teachers in promoting classical literature and enhancing a critical-thinking curriculum.





- Assist in recruiting, hiring and onboarding new faculty and staff members.
- Organize and participate in school events, including parent-teacher meetings and extracurricular activities.
- Provide written performance evaluations of the Upper School team.
- Help to oversee the annual planning and budgeting for the Upper School in accordance with Business Office policies and procedures.

#### **STRATEGIC AND ADMINISTRATIVE**

- Support TWCA's mission, vision and end goals as set forth by the Governance Board.
- Lead the day-to-day academic operations of the Upper School using effective planning, interpersonal and project management skills.
- Partner with the Head of Upper School in planning and executing new initiatives contributing to the school's long-term success.
- Partner with the Associate Head of School for Academics and the Director of Curriculum and Instruction in reviewing, revising and aligning the Upper School curriculum for all subjects vertically and horizontally.
- Assist with planning and implementing professional development programs for teachers.
- Supervise the teaching and coaching process to continuously improve the academic experience and integrate a biblical worldview in all aspects of the curriculum.
- Lead efforts to ensure a smooth academic and social transition of students entering the Upper School and preparing for graduation.
- Complete key strategic plan goals outlined and assigned in the current TWCA Strategic Plan.
- Engage in professional development opportunities to remain current on trends in education and innovative new approaches to administration and curriculum development.
- Perform related duties as assigned.

#### **Qualifications**

- Master's degree preferred.
- Leadership experience in Upper School administration, preferably in an independent Christian school.
- Minimum of three years' experience in curriculum development and/or administration.
- Ability to communicate and inspire with a vision for quality, ministry and growth.
- Highly relational with students, parents and staff; a community builder.
- Customer service oriented — whether internal or external clients.
- Outstanding speaking, writing and editing skills.
- Deep knowledge of the principles of Upper School education and academic leadership.
- Highly organized and able to manage a range of objectives and execute multiple objectives concurrently.
- Ability to think critically, work collaboratively, respect confidentiality and use data to make informed decisions in the best interest of the school.
- Demonstrated success in supervising and managing a staff.
- Demonstrated success in managing multiple projects with shifting priorities and competing deadlines.

#### **ADDITIONAL QUALIFICATIONS**

- Possess a strong Christian testimony and be an active member of a Bible-believing church.
- Commit to personal spiritual development.
- Serve as a positive Christian role model to students and pursue Christ-like behavior.
- Be a responsible steward of TWCA's resources and personally support TWCA's fundraising efforts at a level, as able.

Although this position is expected to be performed on campus, the Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.



## SEARCH PROCESS

The Woodlands Christian Academy search is underway to appoint a new Assistant Head of Upper School who will begin as soon as a suitable candidate is identified. The hiring decision will be made by the Head of School. TWCA 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 as semifinalists with NextEd will have a second round of data collection to include other information deemed important to the search. Candidates who continue on as TWCA Semifinalists will participate in their internal process.

## 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](#)