HUDSONVILLE CHRISTIAN SCHOOL

ELEMENTARY SCHOOL PRINCIPAL SEARCH



THE OPPORTUNITY

FOR CHRIST.
FOR MORE THAN 100 YEARS.



For more than a century, Hudsonville Christian School has been shaped by a simple, enduring conviction: **Christian education matters.**

We believe the minds and lives of students are worth investing in and that every subject offers an opportunity to discover more of God's goodness.

Today, we are seeking an Elementary School Principal who will lead with a servant's heart and an unwavering conviction — empowering teachers, challenging students, and partnering with parents to pursue an education that is ultimately about preparing students to know God and serve His Kingdom. We hope to welcome someone who shares our commitment to Christian education, embraces our Reformed faith tradition, and brings both a heart for people and a passion for excellent teaching and learning.

This is an opportunity to join an established, thriving Christian school community with a dedicated staff, supportive families, and a strong foundation of faith. We are looking for a leader who recognizes the good work God is already doing at HCS and is eager to build on it with wisdom, humility, and vision.

WHY COME TO HCS?

- **A strong foundation.** More than 100 years of Christian education rooted in a Reformed understanding of Scripture and a commitment to God's Kingdom.
- **A committed staff.** Experienced, dedicated Christian educators who care deeply about their students, their colleagues, and the school's mission.
- **A supportive community.** Families, churches, and community members who believe in the value of Christian education and invest in its future.
- **Meaningful leadership**. The opportunity to encourage teachers, nurture students, strengthen relationships, and help shape the next generation of HCS.
- **Strategic Influence.** With changing demographics, increasing denominational diversity, and a growing community of families seeking Christian education, HCS is prayerfully considering what the next season of growth should look like. Our strategic planning process is underway, and our next Elementary Principal will have an important voice as we move forward.

WE ARE GRATEFUL FOR WHERE GOD HAS BROUGHT US.
WE ARE EXCITED ABOUT WHERE HE WILL LEAD US NEXT.

WHO WE ARE

CHALLENGING MINDS AND LIVES FOR CHRIST.

At Hudsonville Christian School, our mission is more than a statement. It is the conviction that shapes how we teach, lead, learn, and care for one another.

We strive to provide a comprehensive education that nurtures the heart, soul, and mind of each student (Matthew 22:37). We are dedicated to excellent academic and biblical instruction, a supportive community, and intentional experiences that help students grow in their relationship with Jesus Christ.

We believe all truth is God's truth. Every discipline, from mathematics and science to literature, music, and the arts, provides opportunities to explore His creation, understand His story, and discover our place in His Kingdom.

A Legacy of Faith. A Commitment to the Future.

HCS was established in 1917 through the collaboration of First Christian Reformed Church of Hudsonville and the Society for Christian Education, which brought together churches from the Christian Reformed Church and Reformed Church in America traditions. The founding vision was clear: provide an academically strong education grounded in the Christian faith, preparing students to honor God and serve others.

That vision continues today.

As a member of Eastern Ottawa Christian Schools (EOCS), HCS partners with other local Christian schools and Unity Christian High School to strengthen Christian education throughout our region.

While our roots are firmly planted in the Reformed tradition, our community has grown to include families from more than 100 area churches representing a variety of denominations. We are united by a shared commitment to Christ-centered education and a desire to see the next generation grow in faith and understanding.

Our Faith Commitments

Our Reformed tradition shapes the way we understand education and our responsibility to students. We believe Christian education should:

- Unify faith and learning. Recognize God's sovereignty over every area of study and every aspect of life.
- Cultivate lives that honor God and serve others. Help students develop the character, knowledge, and skills to live faithfully.
- Equip students to shape culture for Christ. Prepare young people to engage the world thoughtfully, discerningly, and faithfully.

All HCS employees must agree with our Statement of Beliefs. Families are asked to read and acknowledge their understanding of those beliefs as part of their partnership with the school.



100+ CHURCHES

Represented among HCS families.



1,134 STUDENTS

Learning and growing in Preschool through 8th Grade.



158 STAFF

Dedicated Christian educators & support professionals.



97% RETENTION

Of our K–8 families re-enroll each year.

WHO WE ARE CONTINUED...

Our Dedication to Stewardship

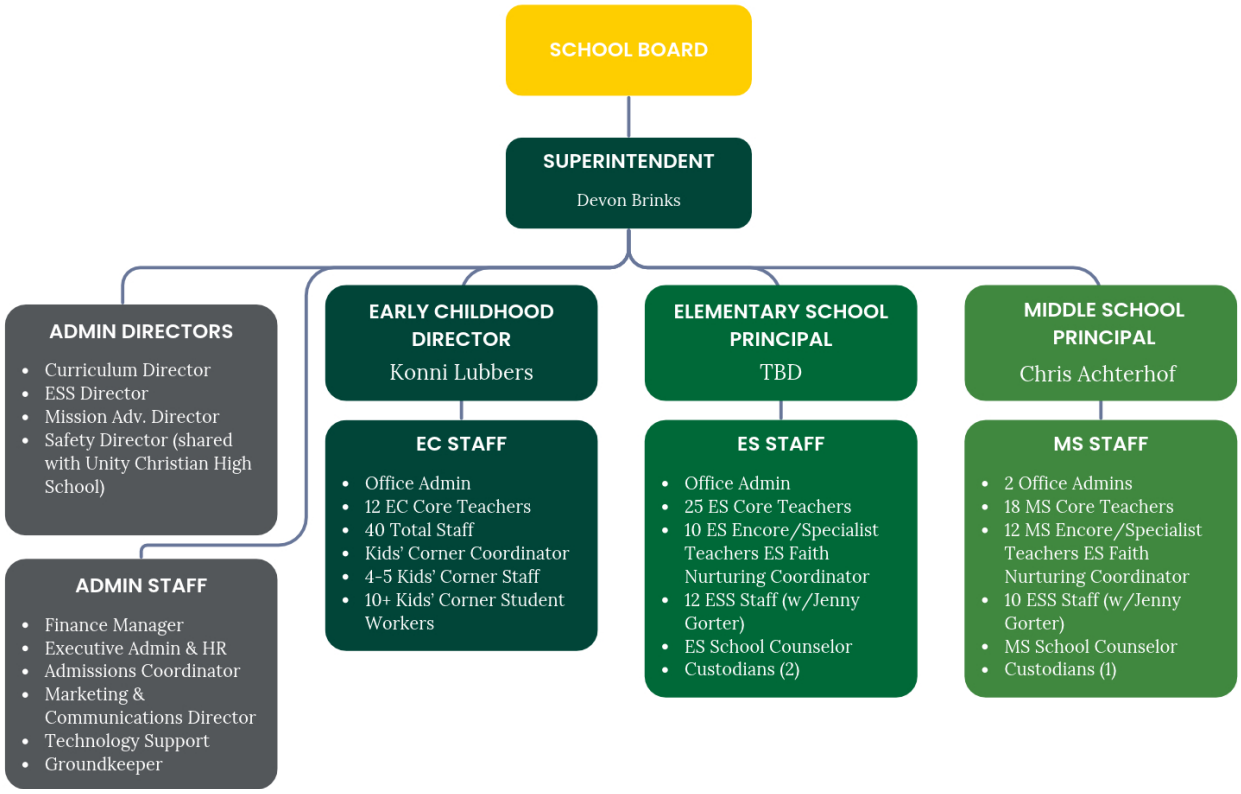
A strong financial and community foundation supports our commitment to Christian education:

- Approximately $4 million in endowment assets.
- $9.8 million annual operating budget.
- $165,000 awarded in tuition assistance during 2025–2026.

Additonally, more than 630 volunteer opportunities are supported annually through our school community.

Our Leadership

Hudsonville Christian School is governed by an elected nine-member School Board and led by a Superintendent who works in partnership with the Elementary and Middle School Principals and a collaborative administrative team.



The Elementary and Middle Schools operate on separate campuses, each with its own principal, teaching teams, and student support teams, while remaining united under one mission, leadership structure, and school community.

Our administrative structure is intentionally collaborative. The Elementary Principal works closely with the Superintendent, Middle School Principal, Curriculum Director, Educational Support Services Director, and other administrative leaders.

The Superintendent and Principals meet weekly as an Administrative Team. The Curriculum Director and Elementary Principal also meet weekly to lead professional learning and support instructional growth.

This is not a leadership role that operates in isolation. It is an opportunity to contribute to a larger team, share responsibility for the mission, and help shape the direction of HCS as a whole.

WHO WE ARE CONTINUED...

EXPERIENCED. DEDICATED. INVESTED.

Our People

A school is only as strong as the people who bring its mission to life. Our teachers bring a meaningful blend of experience, institutional knowledge, and fresh perspective.

Teacher tenure at HCS:

- 10 teachers have served for 21+ years.
- 7 teachers have served for 15–20 years.
- 14 teachers have served for 10–14 years.
- 26 teachers have served for 5–9 years.
- 27 teachers have served for fewer than 5 years.

That experience creates a strong foundation for collaboration and mentorship, while our newer teachers bring fresh ideas and energy to Christian education.

Faith Beyond the Classroom

We believe the most meaningful Christian education happens when faith is more than something we teach. It is something we live.

HCS staff are expected to be active participants in their own local churches and to demonstrate a genuine commitment to following Jesus Christ.

Our founding churches continue to play an important role in the school's identity and direction, while our broader community reflects a growing diversity of denominational backgrounds. This combination gives us both a strong theological foundation and a meaningful opportunity to build relationships across the broader Christian community.

A Culture of Care

We take our work seriously, but we also enjoy doing it together.

At HCS, it isn't unusual for colleagues to organize baby showers, grab chicken wings after conferences, or gather for an informal Christmas karaoke party. These moments reflect something important about our community: people genuinely enjoy being together.

We want our teachers to feel known, encouraged, and supported. We want our students to experience a school where they are cared for and challenged. And we want our families to know they have partners in the important work of raising and educating their children.

Partnership with Families

HCS families are an essential part of our school community. Every family is part of our Parents' Club, which strengthens relationships and provides meaningful support for students and staff.

The Parents' Club:

- Contributes around $200,000 to the school each year.
- Organizes more than 20 community events annually.
- Coordinates more than 200 volunteer opportunities each year, including classroom room parents.
- Provides additional support through teacher wishlists and other school initiatives.



THE ELEMENTARY EXPERIENCE

WHERE FAITH + LEARNING TAKE ROOT

The elementary years are formative. They are years of discovery, growing confidence, foundational learning, and developing faith. At HCS, we view these years as an extraordinary opportunity to help children understand who God is, how He has made them, and how they can use their gifts to serve Him.

Our elementary program is built around five commitments.

1. Learning That Equips

We believe students should be challenged, supported, and encouraged to grow. Our academic approach combines strong instructional practices with differentiated learning opportunities that recognize each student's unique gifts and needs.

- Differentiated instruction designed to meet individual learning needs.
- Advanced learning opportunities in mathematics and English Language Arts beginning in second grade.
- A commitment to academic integrity, critical thinking, creativity, and intellectual curiosity.
- Thoughtful use of technology and artificial intelligence as tools that support, rather than replace, student learning.

A Biblical Lens for Every Discipline

We believe God is sovereign over all things, and that every area of study offers an opportunity to better understand His creation and His story.

Our Academic Content Philosophy uses the framework of Creation, Fall, Redemption, and Restoration to help students thoughtfully engage with the content they encounter. Rather than simply accepting information at face value, students learn to evaluate ideas, ask meaningful questions, discern truth, and consider how their learning connects to God's Word.

This commitment requires ongoing reflection and discernment about the materials we use and the content we bring into our classrooms.

HCS has also been actively involved in the development and early implementation of the *Love God, Love Others* Bible curriculum, including writing curriculum, testing lessons, and participating in beta testing beginning in 2025.

2. Faith That Acts

At HCS, faith formation is not limited to Bible class. It is woven into the rhythms of the school day and the culture of each classroom.

Students experience faith through:

- Daily classroom devotions, prayer, and Bible instruction.
- Regular Bible internalization.
- Classroom worship and meaningful conversations about faith.
- Weekly elementary chapel, where students gather to worship and learn together.
- Grade-level, faith-nurtuing projects encourage deeper reflection and practical next steps in faith.
- An ongoing Spiritual Portfolio, where students reflect on their relationship with God and preserve meaningful entries from each school year.

Worship Is Part of Who We Are

Every Friday, the elementary community gathers for chapel. Each class takes a turn leading its more than 500 peers in worship, Scripture, and reflection. Families are welcome, with more than 100 often joining us each week.

Our annual school theme, selected by the rising eighth-grade class, helps connect students across grade levels and provides a shared focus for worship and faith formation.

THE ELEMENTARY EXPERIENCE CONTINUED...



3. Community That Enriches

HCS is a relational community. Our culture is friendly, familiar, inclusive, and deeply invested in the people who make up our school. We value collaboration, consistency, and genuine relationships. Our teachers know their students and families, and our families are invested in the life of the school.

We are a community that values tradition and appreciates thoughtful, intentional growth. We believe meaningful progress happens when people feel supported, heard, and united around a shared purpose.

4. Support That Empowers

We believe great teaching happens when educators are encouraged, equipped, and given opportunities to learn from one another. Each elementary grade level has a teaching team with dedicated weekly planning time and a team leader who helps coordinate grade-level priorities, special events, field trips, and communication with administration.

Teachers also participate in weekly Professional Learning Community meetings, alternating between academic and faith-nurturing topics. The Curriculum Director, Elementary Principal, and Faith Nurturing Coordinator lead these meetings collaboratively, as appropriate.

Professional growth extends beyond our campus. Each fall, HCS staff attend two days of the Christian Educators Association conference in the Midwest, providing opportunities for professional learning, spiritual encouragement, and connection with Christian educators throughout the region.

5. Love That Includes

Every student is uniquely created in God's image and deserves the opportunity to learn, grow, and belong.

Our Educational Support Services team works alongside classroom teachers to provide a range of support and enrichment opportunities, including:

- Multi-Tiered Systems of Support (MTSS) and resource services.
- Inclusion and special education services.
- Advanced learning opportunities through SOAR and advanced placement programming.

We also offer Unified Sports, a program supported by Special Olympics Michigan. Our elementary and middle school students participate together in Unified basketball and soccer, creating opportunities for friendship, teamwork, and belonging.

Our goal is simple: support every student in reaching their God-given potential while growing in their relationship with Jesus Christ.

THE OPPORTUNITY

A CALLING TO CHALLENGE MINDS AND LIVES FOR CHRIST



The Elementary Principal has the privilege and responsibility of helping shape the daily experience of hundreds of students, the professional growth of dozens of educators, and the culture of an entire school community.

This is both a spiritual and instructional leadership role. It requires a leader who can see the big picture while remaining attentive to the people and details that make a school thrive.

> **We are looking for someone who will lead with conviction, care deeply about people, and help our elementary community continue to grow in faith and excellence.**

The work of our next Elementary School Principal:

1. Provide Spiritual and Instructional Leadership
2. Shepherd and Develop Teachers
3. Build Meaningful Relationships
4. Cultivate a Healthy School Culture
5. Lead Within a Unified School Community

Our next principal will step into a school with a strong foundation, committed people, and meaningful growth opportunities. As the Hudsonville community continues to change and grow, we have an opportunity to think carefully about how we serve families, support teachers, and strengthen Christian education for the future.

We want a leader who is willing to ask good questions, recognize opportunities, and help our community move forward together. Not change for change's sake, but thoughtful leadership rooted in our mission and guided by a commitment to what is best for students.

JOB DESCRIPTION

ELEMENTARY SCHOOL PRINCIPAL

Reports to the Superintendent
Full time, 40 hrs/wk minimum, year-round
Salary information available upon request

JOB OVERVIEW

Hudsonville Christian School is looking for an Elementary School Principal who will lead with a servant's heart and an unwavering conviction–empowering teachers, challenging students, and partnering with parents to pursue an education rooted in the truth that the best way to learn all things is from the Creator of all things.

The Elementary School Principal serves God by providing Christ-centered educational leadership that supports the mission of HCS: Challenging Minds and Lives for Christ. The principal is responsible for fostering a positive, safe, and caring learning environment where students and staff are encouraged to grow spiritually, academically, and personally. This includes providing instructional leadership, supporting and developing staff, partnering with parents, and ensuring the effective daily operation of the elementary school.

The Elementary School Principal reports directly to the Superintendent and operates in accordance with the policies and expectations established by the Superintendent and School Board. The principal must be in agreement with the school's mission, purpose, and affirmations of faith.

RESPONSIBILITIES AND DUTIES

Personal Qualities and Christian Leadership

- Demonstrates a growing Christian faith, displays the fruit of the Spirit, and leads with integrity, humility, and accountability.
- Exhibits Christian love, care, and respect for students, staff, and parents.
- Communicates effectively, listens thoughtfully, and demonstrates sound judgment and problem-solving skills.
- Demonstrates organization, responsibility, and the ability to manage workload, stress, and deadlines effectively.
- Leads by example and encourages a positive school culture that supports staff and student morale.

Christian School Culture and Student Leadership

- Fosters a Christ-centered school culture and maintains a safe, respectful, caring, and supportive learning environment.
- Promotes positive student behavior and provides leadership in student discipline, partnering with teachers and families to address concerns.
- Guides students through behavioral challenges using restorative practices that encourage reflection, personal responsibility, empathy, and restored relationships.
- Maintains an active and visible presence in classrooms, hallways, chapels, and school activities.
- Collaborates with the Education Support Services (ESS) Director and staff to support the academic, behavioral, and developmental needs of students.

Instructional Leadership and Curriculum

- Encourages and supports teachers in intentionally integrating the Christian faith into teaching and learning.
- Collaborates and meets regularly with the Director of Curriculum and Instruction in the development, implementation, and evaluation of the Young Fives–4th grade curriculum and instructional practices.
- Participates in regular student, faith, and curriculum Professional Learning Community (PLC) meetings.
- Supports professional development opportunities that encourage continuous improvement in teaching and student learning.

Faculty and Staff Leadership

- Collaborates with the Superintendent in the assignment, supervision, and evaluation of elementary teaching staff.
- Conducts classroom visits, provides meaningful feedback, mentors staff, addresses performance concerns, provides corrective guidance when necessary, and leads the hiring process.
- Leads elementary staff and team meetings, providing clear direction and communication.
- Builds positive relationships with staff, encouraging collaboration, professional growth, and accountability.
- Delegates responsibilities appropriately and keeps staff informed of important school matters and expectations.

JOB DESCRIPTION CONTINUED...

Parent, Family, and Community Relationships

- Builds positive relationships with parents and families, encouraging open communication and partnership in student learning, growth, and behavior.
- Communicates regularly with parents through school communication channels, including email and the *Home Communicator*.
- Maintains an approachable and accessible leadership presence, listening thoughtfully and responding to concerns.
- Promotes Christian education, represents HCS positively within the community, and contributes to school communications as appropriate.

School Operations and Administration

- Provides leadership and oversight of daily elementary school operations, including scheduling, substitute teacher coverage, and effective use of school resources.
- Provides administrative leadership for elementary cafeteria operations, including coordination with cafeteria coordinators, volunteers, and staff.
- Supervises elementary recess staff and collaborates with the recess coordinator regarding staffing, scheduling, and procedures.
- Provides guidance and support to coordinators and committee chairs responsible for elementary after-school activities.
- Coordinates and provides leadership for elementary programs and events, including Open House, Grandparents' Day, Christmas programs, and other school activities.
- Maintains a safe and secure school environment by implementing safety protocols, coordinating emergency drills, and ensuring compliance with the school's Crisis Management Manual and established safety procedures.

Organizational Leadership and Collaboration

- Collaborates with the Superintendent and other administrators to advance the mission, goals, and strategic priorities of HCS.
- Implements school policies, procedures, and administrative decisions consistently and effectively.
- Demonstrates accountability for decisions and responsibilities within the scope of the principal's authority.
- Contributes to school-wide planning, problem-solving, and continuous improvement initiatives.



REQUIREMENTS

- Agree with the school's mission, purpose, and affirmations of faith, and sign the Statement of Beliefs (hudsonvillechristian.org/statement-of-beliefs/).
- A Master's degree in education is required, or a bachelor's degree in education with at least 5 years in a leadership role.
- Valid teaching license.
- Minimum of two years of working experience as a school leader or principal.
- Active member in a Christian church.

THE SEARCH & APPLICATION PROCESS

A THOUGHTFUL PROCESS. A PRAYERFUL DECISION.

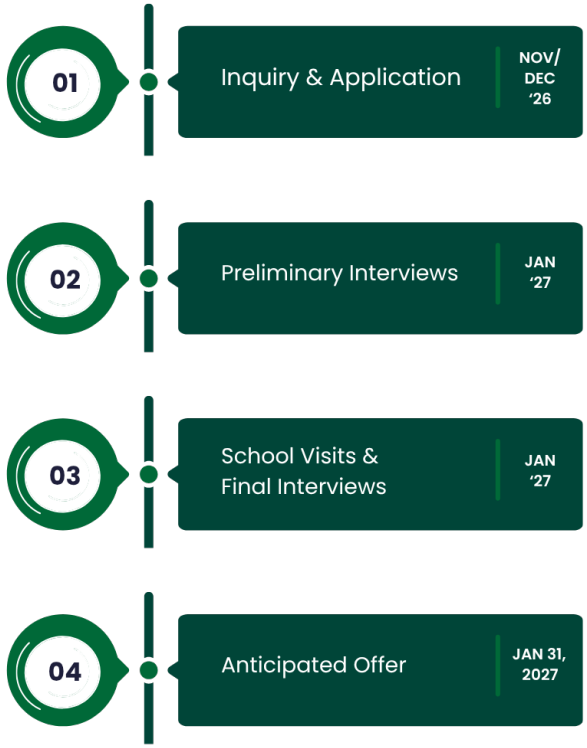
We want this search to be intentional, relational, and grounded in prayer. Our goal is to identify a leader whose faith, experience, and leadership gifts align with the mission and future of Hudsonville Christian School.

Interested candidates are encouraged to begin by completing our Inquiry Form. This helps us learn more about you and your interest in the opportunity.

Here's what to expect:

1. **Express Interest.** Complete the Elementary Principal Inquiry Form. This is the first step and is not a full application.
2. **Connect with Our Search Team.** A member of our search team will receive your inquiry and follow up with interested candidates to share additional information and discuss next steps in the application process.
3. **Submit an Application.** Candidates moving forward will be invited to submit a formal application, including a cover letter, resume, and three professional references.
4. **Participate in the Interview Process.** Our anticipated interview process includes preliminary conversations in early January, followed by a school site visit and on-site interviews in late January.
5. **Welcome Our Next Principal.** We anticipate extending an offer by January 31, 2027, with the successful candidate beginning July 1, 2027.

Timeline:



HOW TO INQUIRE

Interested candidates are encouraged to begin by completing our Inquiry Form. This helps us learn more about you and your interest in the opportunity. All inquiries and applications will be handled with appropriate discretion.

CONTACT

For questions about the position or search process, contact:

Devon Brinks, Superintendent
dbrinks@4hcs.org
616-669-6689

HUDSONVILLE CHRISTIAN SCHOOL

Challenging Minds and Lives for Christ