
Leadership Opportunity

HEADMASTER

BEN LIPPEN SCHOOL OF COLUMBIA INTERNATIONAL UNIVERSITY

COLUMBIA, SOUTH CAROLINA

Application Deadline: September 1, 2012



AN EXCEPTIONAL OPPORTUNITY

The position begins summer of 2013. Ben Lippen School is looking for a talented leader with energy and vision honed by significant experience in Christian schooling. This is a compelling leadership opportunity for a man or woman with a proven track record to build on a rich tradition, moving the school to a new level of excellence in collaboration with Columbia International University.

FOUNDING AND HISTORY

More than a half-century ago, the leaders of Columbia International University (CIU) had a vision for a model school—a center of influence in the Christian school movement—that would instill thorough Christian discipleship, high academic standards, and a call to world evangelization. This vision, coupled with faith and courage, gave birth to Ben Lippen School (BLS) in 1940. The name Ben Lippen, a Scottish phrase meaning “Mountain of Trust,” captures the essence upon which Ben Lippen was founded 71 years ago.

Before becoming a Christian school, Ben Lippen was a summer conference center operated by CIU (formerly Columbia Bible College), providing respite from the summer heat of Columbia, South Carolina. The cool mountain air of western North Carolina served as a beautiful and restful setting for those serving in full-time and lay ministry to receive encouragement and training.

Robert C. McQuilkin, CIU’s first president, realized that Ben Lippen was only being used three months out of the year and that it could meet another need—a need for quality Christian education for the children of missionaries. In 1940 Ben Lippen opened its doors to high school boys.

In 1952 when Robertson McQuilkin, son of Robert C. McQuilkin and 1944 Ben Lippen graduate, was named Ben Lippen’s headmaster, the school became coeducational. It flourished as a secondary school. In December of 1980, a fire destroyed Ben Lippen’s primary building. Years of planning to rebuild did not come to fruition. In 1988, Ben Lippen moved to new facilities adjoining the CIU campus in Columbia. Over 200 boarding and day students in grades seven through 12 enrolled at the new campus.

The elementary program was launched in 1990 when Ben Lippen Elementary School opened in the facilities of St. Andrews Presbyterian Church in Irmo, South Carolina. In 1996, a second elementary school, Ben Lippen Northeast, was opened using space at Spears Creek Baptist Church in Elgin, South Carolina.

Currently, Ben Lippen Elementary School has two locations owned by the school: the Monticello Road Campus and the St. Andrews Road Campus.

Today Ben Lippen is comprised of 796 students and has had a stable enrollment for the past seven years. Families served by Ben Lippen represent over 110 local churches and 15 foreign countries. Ben Lippen continues its tradition to serve as a model of academic distinction. Graduates are accepted to some of the finest colleges and universities. The result is generation after generation of Ben Lippen alumni who build their lives on biblical values and contribute to society as doctors, lawyers, missionaries, educators, pastors, business leaders, military personnel, husbands and wives, and fathers and mothers. Ben Lippen is accredited by both ACSI (Association of Christian Schools International) and SACS (Southern Association of Colleges and Schools) and is a member of the South Carolina Independent School Association (SCISA).

MISSION STATEMENT

Ben Lippen School seeks to glorify God by assisting the family and church in equipping students spiritually, academically, and socially under the Lordship of Jesus Christ.

OUR VISION

A Ben Lippen School graduate influences the world by demonstrating lifelong commitment to loving and obeying God, pursuing biblical truth, and humbly serving others.

PHILOSOPHY

Ben Lippen is a Christian school with an admissions policy that grants access to all families that embrace its commitment to educate the mind and the heart for Christ. Dedicated and capable faculty upholds the school's mission, core values, and philosophy. Ben Lippen's admissions standards attract capable students with supportive parents. The school offers a core curriculum that directs students to value their intellectual gifts through the development of disciplined study habits and

the positive influence of like-minded peers and families. Through its faculty, Ben Lippen demonstrates a commitment to foster academic success for each child by creating opportunities that both demand and support a student's commitment to strong daily effort with his or her studies. Ben Lippen believes each student's mind is precious and has faculty and programs that move students to ever-deeper levels of attainment.

CORE VALUES

In order to fulfill its mission, the school upholds the following core values, putting them into practice in every aspect of the educational program:

- Integration of biblical principals in all aspects of school life
- Christ-like character as a model for all to emulate
- Community of like-minded people on essentials while valuing individual differences
- Columbia International University's guiding influence
- Academic excellence fostered for all students
- Stewardship of human and material resources
- Leadership through service to God, school, family and those in need

OPERATIONAL GOALS

Ben Lippen School seeks to fulfill its mission and philosophy through the implementation of the following goals:

- Inspire and encourage students to seek a personal relationship with Jesus Christ and pursue his calling for their lives
- Help students develop the ability to think Christianly and critically, to make decisions and to take responsibility for those decisions
- Encourage students to work cooperatively while learning to respect and value themselves and others
- Demonstrate respect for proper authority and challenge ungodly authority
- Maintain high expectations for each student's performance and behavior

- Provide a safe and secure school community where learning is valued and Christ is honored
- Develop a life-long habit of reading and competence in writing
- Encourage students to become involved in school organizations and activities
- Emphasize the essential practice of mutual respect among all members of the school community
- Encourage student to participate in and appreciate the arts
- Encourage students to become independent, life-long learners
- Provide an interactive environment in which students are challenged to explore their ideas and interests
- Continue to develop and integrate the Boarding Program with the school community

HEADMASTER PROFILE

The Position

The Headmaster is the Chief Executive Officer and the academic and spiritual leader of the school, reporting to both the Ben Lippen School Board and Provost of CIU. As CEO, the Headmaster works in close collaboration with the School Board and the administrative team to provide overall leadership and direction for the school. The Headmaster is expected to build upon the existing strengths of the school and to provide strategic, visionary leadership as the school enters the next phase of its development.

Key Traits

- Strong Christian Faith - The Headmaster of BLS will be a committed evangelical Christian and demonstrate a vibrant relationship with Christ. The fruits of his or her faith will show in attitude, time, dedication, character, church involvement, and wisdom. Serving as Headmaster of BLS will be a passion and a mission of the right

candidate, in addition to his or her occupation. The Headmaster must fully embrace and support the school's identity with Columbia International University while affirming the equal status of all members of the school community - students, parents, faculty and staff. The Headmaster will actively promote unity with, and support for, CIU.

- Leader/Team Builder - This person will be knowledgeable and confident in making decisions. He or she will lead humbly and collaboratively, yet ultimately serve as the key leader of the school.
- Relationship Builder - The Headmaster will have high energy and relate well to students, parents, and teachers. He or she will need to develop external relationships with community leaders, School Board members, parents, and alumni, as well as internal relationships with the faculty and students.
- Academic Experience - The next leader of BLS will have strong, successful professional school leadership experience, will be able to support all administrative functions of the school, and will have confidence managing a dedicated faculty. The successful candidate will have an advanced degree appropriate for the position.
- Leadership – The successful candidate will be a person who inspires the faculty, will succeed in developing and implementing a strategic plan (developed with the School Board and CIU) to realize the school's potential, and will be visible in the school. This person will have the desire and energy to utilize Ben Lippen's current successes and move the school forward with skillful leadership and collaboration.
- Visionary – BLS's next Headmaster will provide visionary leadership, building on the school's current achievements, to the end of creating a coherent and sustainable vision consistent with the school's mission.

- Resources – The successful candidate will provide leadership in raising funds, especially aimed at supporting the strategic initiatives that emerge from the strategic planning process. The school anticipates strengthening its ability to attract and retain highly competent faculty, support appropriate teacher work loads and student programs, and provide a stable enrollment.

DESIRED EXPERIENCE

Experience in a relevant educational environment is a necessity. The right candidate preferably will be an administrator in a Christian K-12 or secondary school as a current headmaster, an assistant headmaster, or a divisional leader. Alternatively, he or she will be a committed Christian with a passion for Christian education, currently serving as an administrator in a secular private or public K-12 school.

EXPECTATIONS

- Nurture spiritual growth of the school.
- Develop a strategic plan in collaboration with the School Board and CIU and key constituents that articulates a clear, coherent vision for the future of BLS.
- Evaluate the management structure and leadership currently in place for appropriateness relative to the emerging vision. Strengthen the administrative management team.
- Increase the donor base, develop new major donors, grow the annual fund in donors and dollars, and develop a plan to fund the strategic vision that emerges from the planning process.

- Evaluate the academic strengths of the school (curriculum, teaching pedagogy, admissions criteria, course offerings, support needs) for conformity with strategic plan and vision.
- Develop and implement a long-term strategic plan for improvement and expansion of facilities.
- Further strengthen the school's market position to maintain a stable enrollment.
- In collaboration with the administrators, determine means to further strengthen student culture in the High School. Specifically, identify strategies for the High School community (faculty and students) to build an even stronger ethos around greater trust, more student input and participation in chapel programs, a more effective approach to student leadership, and greater independence and responsibility on the part of students.
- Determine how BLS can better integrate the international boarding student population - largely Asian - into a more unified high school community.
- Review teaching pedagogy and student learning at all levels.
- Oversee and ensure budgetary process within a balanced budget.

INTERIM LEADERSHIP

At the start of the 2013-2014 school year, Ben Lippen School will have been led the two preceding years by interim Headmaster Mickey Bowdon, who served BLS/CIU for the previous six years as Vice President for Christian School Education, and who plans to retire at the conclusion of the 2012-13 school year. Under Mickey's strong and capable leadership this year, the school is stable, positive, and preparing for a successful and smooth transition.

The Search Committee is comprised of members of the School Board and representatives of stakeholder constituent groups - parents, faculty, School Board, CIU, and school administration. The Search Committee recommends candidates for consideration as Headmaster to the School Board, CIU Board, and CIU Executive Team, each of whose support for the final appointment helps ensure that Ben Lippen will have an excellent leader. Ben Lippen School of Columbia International University is an equal opportunity employer.

BEN LIPPEN SCHOOL FACTS

Year Founded: 1940

Campus:

80+ acres on 430 acre campus of Columbia International University in capital of SC

Enrollment: 796 students

Elementary: 258

Middle School: 147

High School: 391

Faculty:

Number: 50 full time; 9 part time

Faculty/Student Ratio: 1:16 average

Advanced Degrees: 42%

Average Tenure: 6.64 years

Tuition:

Elementary: \$4,000 to \$7,000+

Middle School: \$7,000+ to \$8,000+

High School: \$10,000+ to \$11,000+

Operating Budget: \$9,000,000+

Total Gift Support: \$464,000

Annual Giving: \$257,000

Financial Aid:

Dollars Granted: \$527,000

Percentage of Students: 21% of students

International (Boarding) Students:

Number: 105

Percentage of High School: 27%

Accreditation:

Association of Christian Schools International

Southern Association of Colleges & Schools

Membership: South Carolina Independent School Association

Governance and Reporting: School Board & CIU Provost

APPLICATION PROCESS

If after reading this Opportunity Profile you would like to apply for the Headmaster position at Ben Lippen School, please inquire directly with the search consultant via phone or email. You are encouraged to peruse the school website (www.benlippen.com) as well. Please provide the following documents via email in Word (.doc) form and delivered hard copy:

1. A letter stating interest and qualifications for the position
2. Up-to-date resume
3. Provide the names and contact information (telephone numbers and e-mail addresses) for four references who know you and your career well enough to comment on your suitability for the Headmaster of BLS. (References will only be contacted after we have requested and received your permission to do so.)
4. Statement of Educational beliefs
5. Sample of your writing you previously submitted to school publications or professional journals

TO APPLY: Via email in Microsoft Word (.doc) format to search consultant:

Jim Adare, CEO
Jim Adare Consulting LLC
706-294-2889
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