



Head of School Opportunity Profile

ABOUT TOCA

Trinity Oaks Christian Academy (TOCA) in Cary, Illinois is a growing, joyful PreK–12 Christian school known for its academic excellence, spiritual formation, and strong partnership with families. With nearly 300 students, TOCA is recognized for its warm community, biblical worldview, and dedicated faculty who pursue both spiritual and academic growth with intentionality.

OUR MISSION

Equipping the next generation with wisdom, knowledge, and character to impact their world for Christ with servants' hearts.

WHO WE ARE

TOCA provides a nurturing, Christ-centered environment where students grow spiritually, academically, socially, and relationally. Families describe TOCA as joyful, connected, vibrant, and grounded in strong biblical teaching. Teachers cultivate rigorous, thoughtful learning while building meaningful relationships.

WHAT MAKES TOCA THRIVE

- Mission-focused, joyful school culture
- Strong biblical worldview integration across subjects
- Respected, rigorous academic program
- Faculty invested spiritually, personally, and academically
- Supportive parent community
- Growing enrollment and expanding programs
- Board committed to mission and academic strength

THE NEXT SEASON

TOCA is healthy, unified, and gaining momentum. The next Head of School will build on this foundation by helping deepen culture, strengthen communication, and continue advancing the academic program so students are equipped for lives of purpose in Christ.

THE HEAD OF SCHOOL ROLE

The Head of School serves as the spiritual, cultural, academic, and strategic leader—shepherding the community, safeguarding the mission, and leading with clarity, wisdom, and grace.

KEY LEADERSHIP PRIORITIES

Spiritual Leadership

- Model Christlike character; lead biblical worldview formation
- Foster a joyful, prayerful culture

Academic Leadership

- Champion and strengthen academics
- Support and develop faculty and academic leaders
- Ensure rigorous, mission-aligned instruction

Cultural & Relational Leadership

- Maintain TOCA's warm, relational environment
- Be visible in classrooms and student life
- Partner with the Dean on expectations and standards

Communication & Community Partnership

- Provide clear, encouraging communication
- Build strong parent and church partnerships

Strategic & Organizational Leadership

- Lead mission-driven strategic planning
- Represent TOCA to families, donors, and the community

WHAT WE'RE LOOKING FOR

Personal Qualities

- Mature follower of Jesus Christ
- Shepherd-leader who loves students and families
- Humble, relational, strong communicator
- Deep commitment to Christian education and academic excellence

Professional Experience

- Hold a graduate degree or equivalent experience in management or administration (preferably in a Christian school).
- Meet the certification qualifications of ACSI for head administrator.
- Academic program development and instructional leadership
- Strength in faculty support and community partnership
- Experience leading small-to-medium Christian schools
- Ability to lead strategically with unity, joy, and clarity

SUPPORT STRUCTURE

The Head of School's capacity to focus leadership activities on TOCA's mission, community, culture, and academic excellence is generated and fostered by the Board of Trustees delegating operational responsibilities to:

- A Dean and academic leadership team in partnership with the Head, not in place of the Head
- A future Operations Manager for facilities and administrative support
- Administrative and advancement support staff

Position and Salary Range

Full-time Position

Department: Administration

Reports to: Board of Trustees

Salary: \$100,000-\$140,000. Compensation is determined by a number of factors such as education, experience, and skills.

NEXT STEPS

Interested candidates are invited to submit a [completed application](#), letter of interest, and résumé to:

HOSSearch@trinity-oaks.org

Selected candidates will receive additional information outlining the search process and timeline. All inquiries and applications will be handled with discretion and confidentiality.