

# **North Rome Christian School/Grace Christian Academy**

## **K-12 Administrator Position**

Grace Christian Academy (GCA) is seeking a full time K-12 administrator, effective June 1, 2026. GCA is a small Christian school located in Ulster PA with an enrollment of 160 students from kindergarten through 12th grade.

### **The candidate must have the following:**

- Master's or Bachelor's degree from an accredited post-secondary institution.
- Be active in an Evangelical, Bible believing church.
- Possess a heart for Christian ministry and be a strong role model (24/7/365).
- Embrace a passion for Christian Education and exemplifies the leadership skills to lead a Christian school.
- Have or acquire ACSI Administrative certification or the equivalent.
- Excellent verbal and written communication skills.
- Excellent use with Microsoft Office, Publisher, and excel.
- Have a working knowledge with school-based website (Sycamore).
- First Aid and CPR certified.
- Emergency Management training including fire drills, intruder drills and severe weather drills.

Interested individuals may contact the school and/or send resume and cover letter to Scott Webster at (570-358-8052). Please email your resume and cover letter to [scott.webster@gcaeagles.net](mailto:scott.webster@gcaeagles.net) or mail to:

Scott Webster  
100 Robert Gabriel Drive  
Ulster, PA 18850