



CAPSTONE CLASSICAL ACADEMY

Seeking an Experienced Leader in
Classical and Christian Education

Headmaster Candidate and Opportunity Profile



HILLSDALE COLLEGE
K-12 Education
MEMBER SCHOOL

CONTACT INFORMATION

Attention: Ronald Robson, Board President
Capstone Classical Academy
6597 43rd St South
Fargo, ND 58104

www.capstoneclassical.com

Headmaster2026@capstoneclassical.com

Headmaster Candidate Profile

POSITION OVERVIEW:

The Capstone Classical Academy Board of Directors is seeking a Headmaster who will assist them in carrying out school policy and implementing the mission and vision of Capstone. The Headmaster will provide operational leadership in managing the organization and overseeing all the educational components of the school while supervising, mentoring, and encouraging teachers and staff members.

POSITION SUMMARY:

The Headmaster is the chief executive of the academy and the board's sole employee and will lead the ongoing development of a school still in its pioneering years. Capstone Classical Academy is working with Hillsdale College as a K-12 Education Member School, utilizing their K-12 curriculum recommendations and teacher training programs. The academy is also a member of the Society for Classical Learning (SCL) and the Association of Classical and Christian Schools (ACCS), planning to pursue accreditation through SCL. Candidates should, therefore, be committed wholeheartedly to establishing and advancing a Christian and classical education.

The Headmaster is a critical position, and the board intends to field candidates nationwide. The selected candidate will have an opportunity to work with the board to shape the school as it adds one grade level per year, graduating its first class in May 2028. The board believes that education's telos is the promotion of human flourishing through development of the classical Christian virtues. Achieving this end requires a leader who can inspire teachers, students, parents, and donors to see and pursue their own potential via the classical method of education.

The Headmaster is a significant position that carries much and varied responsibility. This particular headmaster position has the added responsibility of helping the board develop a young school to maturity. This will require considerable tenacity, courage, hard work, imagination, and initiative.

In addition to being an academic leader, the ideal candidate will possess the strength of personality necessary to advocate for classical education and the school. This advocacy must reach not only the community of parents and philanthropic interest but also influence the educational establishment who may hold competing and contradictory ideas about the foundations, ends, and means of education. Winsome engagement with community leaders and legislative and government officials is a key part of promoting the renewal of classical education in Fargo and the rest of ND. The ideal candidate should, therefore, be personable, well-spoken, and able to speak passionately, convincingly, and reasonably about how and why classical education is different and critically important to the preservation of Western civilization in general and the American experiment in self-government in particular.

Additionally, the ideal candidate has an entrepreneurial spirit, is detail-oriented, and can fulfill the duties necessary to grow and develop the school and manage it through its formative years and beyond.

JOB DETAILS:

Title of Position:
Headmaster

Reports to:
Board of Directors

Status:
Full-time (50 weeks), Exempt

Estimated Salary:
Very competitive nationally, commensurate with proven experience

Target Start Date:
June or July 2026 (negotiable)

- Experience:**
- Bachelor's and Master's Degrees in relevant fields
 - Teaching
 - Leadership
 - Financial management
 - Donor relationship management
 - Student recruitment and marketing





QUALITIES & CHARACTERISTICS:

- Intellectual depth and seriousness with a bias toward the life of the mind, befitting of the leader of an academic institution.
- A love of learning demonstrated by on-going personal encounters with the Good, the True, and the Beautiful and the passion to share those encounters with others.
- Leadership, specifically the ability to discern Ends that fulfill the nature and purpose of the organization and its mission, and to chart a course to reach those Ends.
- Willingly take collaborative responsibility for operating goals and fiscal stewardship in a manner that effectively mobilizes Capstone's resources.
- The ability to raise up leaders in an organization and cultivate a community of learners.
- The intellectual and emotional strength, mental agility, and durability to have difficult conversations.
- The initiative, drive, and commitment to develop and improve in areas where he or she is weak.
- The ability to generate trust and confidence in others by his or her leadership by exhibiting the seven classical virtues: Prudence, Justice, Temperance, Courage, Faith, Hope, and Charity.
- Ability to take collaborative responsibility for operating plan goals and fiscal stewardship.
- The ability to build relationships, communicate, and collaborate with our diverse community.
- Model servant leadership in relationships and interactions.

KNOWLEDGE AND SKILLS:

- Knowledge of the craft of teaching and learning and the ability to teach well.
- The ability to lead, invest in, support, and form teachers to greater degrees of effectiveness in the classroom.
- The ability to communicate effectively and winsomely in both oral and written forms.
- A broad understanding of the classical liberal arts, its roots in the Western tradition, and its presence in American education prior to the 20th century.
- An understanding of the challenges that plague modern primary and secondary schools and the root causes of those problems.
- The ability to maintain a high degree of energy and to effectively manage the productivity of themselves and others.
- The ability to drive incremental and ongoing measurable improvement.
- An understanding of personnel management principles, including recruiting and hiring, supervising and evaluating, and individual and organizational development.
- An understanding of financial management principles, including planning a budget and wisely managing it throughout a school year, auditing, and internal controls.
- An understanding of establishing marketing and fundraising goals with effective implementation and measurable results.
- Excellent problem-solving ability, good judgment, sound decision-making, and time management skills.
- Coaching, mentoring, and advising skills and ability.
- Good planning and organizational skills with attention to detail and a high level of accuracy.
- An understanding of the school's respective state accountability system and laws relevant to private schools.
- A willingness to work with the North Dakota Coalition of Classical Christian Schools toward deregulation of private schools in ND.

Your Leadership Starts Here:

Success as Headmaster hinges on mastering personnel management—recruiting and hiring the right team, guiding and evaluating performance, and fostering growth for individuals and the entire organization. This is the foundation of the role.

DUTIES AND RESPONSIBILITIES:

- Ensure organizational performance aligns with the board's policies and goals.
- Implement a thorough and effective professional development model to enhance teaching and learning.
- Foster and communicate Christian classical education philosophy to families, students, and teachers.
- Manage operational and instructional staff.
- Prepare monitoring reports for regular board meetings on the status of school operations and information reports related to current and upcoming activities.
- Represent the school as the senior executive leader in interactions with the general public, the school constituencies, community business leaders, and government agencies.

REQUIRED QUALIFICATIONS:

- Minimum of five (5) years of teaching experience at the K-12 or collegiate level.
- Proven effectiveness as a leader of Christian educators in a K-12 or college setting.

PREFERRED QUALIFICATIONS:

- Minimum of 5-7 years prior experience as Headmaster, Head of School, Assistant Head of School, Department Head, Dean of Students or a similar position.
- Possession of a Master's degree or higher in one or more of the Liberal Arts or in Classical Education.
- Prior experience developing a young school and managing its students, staff, faculty, and facility growth and expansion over time.
- Experience overseeing and leading administrative offices of finance, admissions, marketing, and development.
- An understanding of and support for the Policy Governance® model.

BENEFITS AND COMPENSATION:

Compensation will be based on the individual's experience, skills, and "job-fit"

- 90% of employee premium paid for competitive menu of health insurance plans
- Participation in school 403(b) plan with 100% match of contribution up to 3% of annual salary
- Generous PTO
- Mileage reimbursement or allowance
- Moving allowance

SELECTION TIMELINE AND INFORMATION:

Screening of candidates begins as letters of application and accompanying materials are received and remains open until the position is filled. All candidate information and conversations will be handled confidentially.

Capstone does not discriminate on the basis of sex, race, color, age, national origin, disability, or military status or any other protected grounds under applicable equal employment opportunity laws from which Capstone Classical Academy or certain employment positions are not exempt.

All applicant candidates are also encouraged to email ***Headmaster2026@capstoneclassical.com*** for more information as needed.

PROCESS FOR JOB APPLICATION AND SUBMISSION:

Interested applicants should submit the following information to:

Headmaster2026@capstoneclassical.com

- 1 Letter of Application**
- 2 Resume**
- 3 Official or Unofficial College Transcript**

Opportunity Profile

ORGANIZATION OVERVIEW:

Capstone Classical Academy (CCA) was founded in 2021. The school opened its doors to 113 students in PreK-6th grade in August of 2022 starting with two temporary campuses and adding a third shortly after. A new permanent campus was built and opened on January 8, 2025. This year's 2025-26 enrollment is 298 students in PreK-10th grade. CCA serves families in Fargo and West Fargo, North Dakota, and Moorhead, Minnesota, and surrounding communities. Capstone is leading the way as the first K-12 classical Christian school in ND and has become a strategic trailblazer working to expand classical education in the state.

Mission Statement

Capstone Classical Academy engages students to acquire wisdom, cultivate virtue and pursue rigorous academic study within a Christian worldview. Our students will study what is Good, what is True, and what is Beautiful for the purpose of glorifying God and benefitting their community.

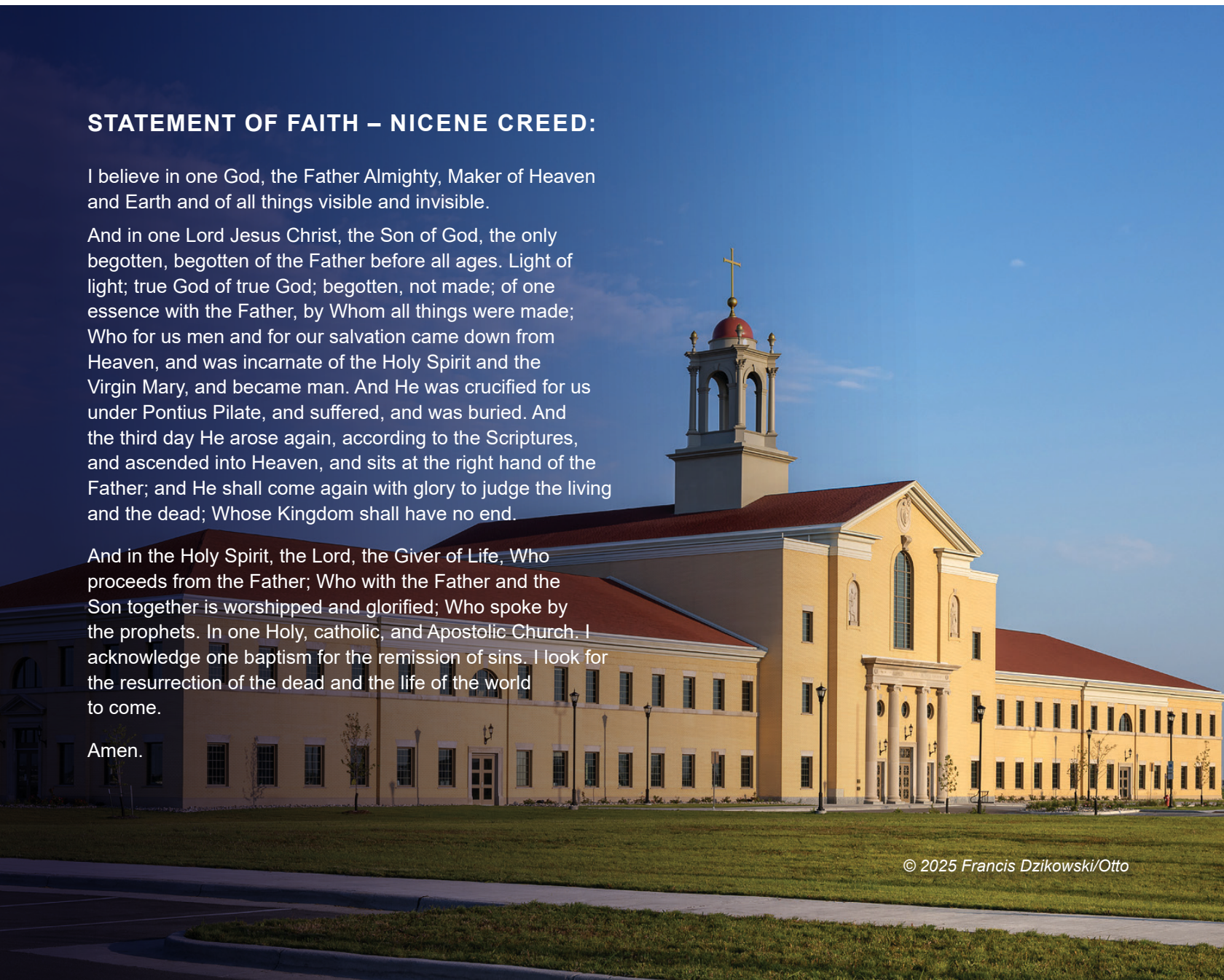
STATEMENT OF FAITH – NICENE CREED:

I believe in one God, the Father Almighty, Maker of Heaven and Earth and of all things visible and invisible.

And in one Lord Jesus Christ, the Son of God, the only begotten, begotten of the Father before all ages. Light of light; true God of true God; begotten, not made; of one essence with the Father, by Whom all things were made; Who for us men and for our salvation came down from Heaven, and was incarnate of the Holy Spirit and the Virgin Mary, and became man. And He was crucified for us under Pontius Pilate, and suffered, and was buried. And the third day He arose again, according to the Scriptures, and ascended into Heaven, and sits at the right hand of the Father; and He shall come again with glory to judge the living and the dead; Whose Kingdom shall have no end.

And in the Holy Spirit, the Lord, the Giver of Life, Who proceeds from the Father; Who with the Father and the Son together is worshipped and glorified; Who spoke by the prophets. In one Holy, catholic, and Apostolic Church. I acknowledge one baptism for the remission of sins. I look for the resurrection of the dead and the life of the world to come.

Amen.



CCA SCHOOL MEMBERSHIPS:

Capstone's memberships provide professional development for the board, administrative leadership, faculty, and staff. These networks enhance the delivery of our mission in classical and Christian philosophy, content, and methodology through consulting, accountability programs, and training. They also provide networks and resources for enhancing curriculum and for recruiting faculty and staff. Capstone's memberships include: 1) Hillsdale K-12 Education, 2) the Society of Classical Learning (SCL), and 3) the Association of Classical Christian Schools (ACCS).

EDUCATION OVERVIEW:

Students at CCA are educated in the liberal arts and sciences from a Christian worldview and receive instruction in the principles of moral character and civic virtue.

GROWTH PLAN:

CCA is located in south Fargo and is situated on 18 acres with surrounding open acreage on two sides. The beautifully designed permanent campus is a 92,000 square-foot facility with classically designed elements which include a PreK-12 grade classroom building with capacity for 560 students and a gymnasium/athletic facility.

MASTER SITE PLAN--PHASE I (\$55M):

Phase 1 of the newly constructed campus included upper and lower school classrooms, music rooms, science and lab rooms, an art room, and administrative offices. A beautiful library and chapel are the center pieces of the classroom building. Also constructed were kitchen facilities for food prep and serving along with athletic facilities including a gymnasium, weight room, athletic offices, and locker rooms.



MASTER SITE PLAN- FUTURE PHASE II TO EXPAND CAMPUS FACILITIES:

The master site plan design for future expansion includes adding a fine arts center (theatre, band, choir, and art studio), varsity gymnasium, dining and events center, and an athletic track and field.

ENROLLMENT GROWTH:

The enrollment strategy through 2029 allows for sequenced, controlled expansion of enrollment from lower grades to upper grades primarily for the purpose of:

- Nurturing and protecting student, family, and faculty culture.
- Ensuring highest quality faculty and staff recruitment.
- Enrolling only those who can be served well within Capstone's model.

Included in the enrollment growth strategy is providing expanded financial aid to needs based student families. This includes creating an initial \$1M endowment fund.





Celebrating Five Years of Impact

Capstone has quickly become a leading classical Christian school—uniting strong academics, vibrant arts and athletics, exceptional faculty, and a beautiful campus, all backed by \$58M in support and a reputation for excellence.

SUCCESSES FROM FIRST FIVE YEARS:

- \$58M donated for the launch of the school, operational support, scholarships, and Phase 1 of the capital campaign.
- Enrollment of 298 students in PreK-10th grade after just three school years of operation.
- An aesthetically pleasing and beautifully designed campus with classical architecture and art throughout.
- Excellent and pervasive support from the Hillsdale K-12 Education office: curriculum, professional development, marketing and PR, board training, legislative and legal advice, etc.
- Excellent, highly qualified faculty and staff come from a variety of church backgrounds and are led by a supportive leadership team to assist the Headmaster.
- A board and leadership team committed to the highest standards for every aspect of operation of a classical Christian school.
- An excellent reputation in the Fargo-Moorhead community with strong relationships in Protestant, Catholic, and Orthodox communities reflecting Capstone's intended emphasis on ecumenism.
- Faculty, staff, and leadership retention over 90% annually with employee satisfaction surveys showing 95% or more of employees highly satisfied every year.
- Enrollment retention of 95% every year.
- Parent satisfaction surveys exceedingly strong annually.
- ACCS and SCL membership and progress toward SCL accreditation.
- Strong financial commitment to funding professional development and board policy mandating this investment.
- A fully furnished and endowed library with both student and faculty collections developed.
- A unified, joyful, humble, and hospitable faculty, staff, and parent culture.
- Very strong parent-teacher relationships with a supportive parent-teacher organization.
- Robust arts (choir, band, theatre) and athletics program (including collaboration with the Catholic and Lutheran school network for sports co-opting to further broaden sports opportunities for families) and also competing interscholastically in the North Dakota High School Activities Association.



FUTURE OPPORTUNITIES:

- Refine the Hillsdale K-12 program guide to better integrate key texts and curriculum priorities of a distinctively and pervasively Christian Hillsdale member school.
- Attain SCL accreditation.
- Enter into Phase 2 Capital Project Campaign for buildings per the master site plan. Grow need-based scholarships.
- Complete the upper school faculty as high school grows to capacity.
- Further develop the faculty and leader recruitment efforts into a more formalized program to attract excellent candidates nationally and to inform and develop local talent.
- Further develop faculty and staff orientation to, induction in, and mastery of classical Christian philosophy, pedagogy, and curriculum.
- Further define and refine the student academic support program (for students with special learning needs).
- Refine operational protocols and processes to create more graceful and efficient work between departments and constituencies.
- Grow enrollment to 560 student capacity, fully funding operations through tuition/hard income.
- Work with other Christian and classical schools through NDCCCS and ND legislators for deregulation of private schools in the state.
- Grow and refine Capstone community outreach initiatives to help the Fargo-Moorhead region to understand classical Christian education by providing value-added programming and opportunities for our neighbors.
- Grow and refine Capstone parent education initiatives to help parents to understand the importance and unique value of classical Christian education.
- Grow and develop an aggressive marketing and development campaign that keeps the entity and methods of Capstone visible in the community year-round.



Shaping What's Next

Capstone aims to refine programs, expand faculty, grow enrollment, strengthen community outreach, and launch an aggressive marketing campaign to ensure lasting impact. With bold vision and unwavering commitment, we seek to transform education and inspire generations to pursue truth, wisdom, and excellence.

FOUNDING:

Capstone's Founding Team was comprised of a group of individuals from varied backgrounds who were motivated by a united call, sensing God's desire to bring classical Christian education to the Fargo-Moorhead-West Fargo community. They began meeting and planning together in the fall of 2020. Paul Fisher was hired as Capstone's founding Headmaster in the fall of 2021. Some of the Founding Team members became Capstone's first board members while other Founders have continued to provide active, valued support in other leadership roles to help ensure Capstone's success.

Founding Members: *Front row:* L-R: Rachelle* and Chris Lee, Larry* and June Nygard. *Back row:* L-R: Al and Terinne* Berg, Dawn and Ron* Robson, and Luke* Robson.

**Denotes current Board members.*



BOARD OF DIRECTORS:

Mr. Ron Robson, Board President

- Aerospace Engineering degree from Texas A&M
- Former COO, Aldevron
- Experience as a board member and supporter of local non-profit organizations
- Current Hillsdale College Trustee

Mrs. Terinne Berg, Board Secretary

- M.Ed. in Education Administration--Superintendency
- B.S. degree in Business Education
- 19 years experience in private Christian education administration
- Has served on several state and local non-profit boards and committees
- Trained in the Carver model of Policy Governance

Mr. Larry Nygard, Board Treasurer

- B.S. Accounting and Business Management degree
- CPA with Eide Bailly for three years
- Current President of Crown Development LLC, a real estate development company
- Board Member of North Dakota Housing Finance Agency
- Has worked with a number of non-profits to help them solve real estate needs
- Served on the Finance Committee of a local private Christian school
- Group Leader Bible Study Fellowship for 20+ years

Mrs. Rachelle Lee, Board Member

- Bachelor of Science in Nursing (BSN)
- RN with a unique variety of roles including patient care and education
- Previous 6+ years of private Christian school board service with experience in governance, strategic planning, accreditation review, and mission-centered decision making
- Leads book clubs and Bible studies with women from various faith backgrounds

Mr. Luke Robson, Board Member

- B.A. Economics degree, Hillsdale College
- Juris Doctor degree, University of Notre Dame Law School
- Formerly worked for NE and ND governors
- Founder/Principal, Hillsdale Renaissance LLC
- Board Chairman, Friends of the Traditional Trades

GOVERNANCE

CCA is governed by a Board of Directors with a broad scope of talent and expertise. They operate under Policy Governance® principles.

OUR COMMUNITY AND CULTURE:

About 94 percent of people who live in the Fargo community have more than a high school education compared to an 88 percent nationwide. In addition, one in three people here is engaged in education in one way or another. The network of private schools features everything from religious-based philosophies to Montessori programs. Fargo-Moorhead also is home to Division I, II and III higher education systems and a strong system of community, technical, and business colleges. Eight colleges and universities are located in the metro area. Several Christian student organizations meet on area campuses weekly.

The greater Fargo-Moorhead metropolitan area population is more than 238,000 people. Fargo, the largest city in North Dakota, lies alongside the Red River in the southeast part of the state near the Minnesota border. Fargo is in the top 20% of all metros in terms of industry diversity. (Greater Fargo-Moorhead Economic Development Corp.)

Located along east-west I-94, it is an agricultural, commercial, medical, and transportation center with the strongest economy in the state. The arts play a major role in Fargo's culture. There are numerous museums and galleries to visit, and several festivals are held each year. The area is known for being friendly and having a strong community feel with a Scandinavian influence.



FARGO-MOORHEAD: A THRIVING ECONOMIC HUB WITH GLOBAL EMPLOYERS:

Fargo Moorhead's economy consistently ranks among the highest of 382 metropolitan areas in vitality, according to Moody's economy.com. Gains in income and employment consistently exceed the national average, and the region has one of the lowest unemployment rates in the nation. Our community benefits from a diverse and solid base of industry. Some of our largest employers include divisional, regional, national and global headquarters & facilities for:

- Aldevron
- Microsoft Business Solutions
- Bobcat Co.
- John Deere Electronic Solutions
- Amazon
- Border States Electric Supply
- RDO Equipment Co.
- Sanford Medical Center
- Titan Machinery
- Amity Technology
- American Crystal Sugar
- Case New Holland
- Caterpillar
- U.S. Bank
- Bank of the West
- Gate City Bank
- Bell Bank
- Scheels Sporting Goods



The economy is healthy and diversified, with an assortment of farm equipment manufacturers, multiple medical facilities, and food processors which are all some of the most innovative segments of their industries. The area's central location relative to world markets, low costs, and free trade zone facilities have caused it to grow into a leading air cargo hub. Fargo's Hector Airport has five airlines with recent statistics indicating over 85,000 passengers flying per month and an average of 2,754 per day.

The cost of living is attractive, and housing values are excellent. With virtually hundreds of lakes within a 45-minute drive, Fargo-Moorhead enjoys a lakes country lifestyle. Locals head to nearby lake towns to swim, boat, waterski, and enjoy life by the water. Fargo-Moorhead also contains more than 90 miles of bike trails, popular for commuters and recreational riders alike. When the weather does turn chilly, Fargo residents maintain their well-balanced and active lifestyle, only with more layers of clothing. Skiing, snowboarding, sledding, curling, ice skating, snowmobiling, and ice fishing are just a few ways residents stay entertained.

In a short post to Livability.com, a website that "highlights America's best small to mid-sized cities," Fargo was ranked in the top 100 Best Places to Live in 2025". The site called Fargo "surprisingly cool," with affordable and easy-to-find housing and mentioned the city's "gorgeous historic homes on tree-lined streets." The report also touched on Fargo's "booming" startup scene and potential for good jobs. "Fargo's economy is hale and hearty; there are great career opportunities in a variety of fields and the city's unemployment rate is below the national average," according to the report. Today.com lists Fargo as one of the top places to raise children.

Zippia The Career Expert looked at more than 200 cities and ranked Fargo as the #1 city to start a career. They examined median income, rent, and unemployment. City Spotlight reports that the Fargo community is a great place to live for many reasons, the first being the culture and people. Fargo is a "big-small" town. "We have the great amenities of a big city, including education, healthcare, entertainment, dining, employment and access to travel, while still maintaining a 'small town' attitude of looking out for our neighbors. One of the most consistent comments we hear from visitors is that the people here are so friendly and helpful."



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