

# Grace Episcopal School Houston, Texas



## Head of School Profile

### **Head of School Position**

The Board of Trustees of Grace Episcopal School, the Head of School Search Committee, and Grace Episcopal Church are pleased to announce the search for a new Head of School. Grace Episcopal School is located in Houston, Texas and is currently in its 32<sup>nd</sup> year as a co-educational Episcopal school. The school has a current enrollment of approximately 100+ students (six weeks to PreKindergarten).

Grace is seeking an experienced educator and administrator who will support the mission of Grace Episcopal School with creativity, innovation, and enthusiasm. The position requires a visionary leader who is passionate and progressive, with broad institutional experience in all aspects of church-school function, administration, childhood development, and strong leadership skills for motivating a team of dedicated teachers and staff. The Head of School leads the development of a strong, positive atmosphere of camaraderie that motivates and inspires teachers, church and school staff, and parents so that each child will grow spiritually, intellectually, emotionally, physically, and socially in a Christian environment.

The Head of School shares with the Vicar and other school staff the responsibility to ensure effective Christian formation for all children at Grace Episcopal School.

## Mission Statement of Grace Episcopal School



Grace Episcopal School is an essential part of the ministry of Grace Episcopal Church. Therefore, we are one community whose mission is to provide an early childhood education, ensuring that each child will grow spiritually, intellectually, emotionally, physically, and socially in a safe and secure Christian environment. Grace Episcopal School is known in the community as providing a warm and nurturing environment that ensures the children entrusted to our care have the best and most loving experience possible.

## History of Grace Episcopal School

Grace Episcopal School was established in 1983 as a day school. With the merger of St. George's Episcopal Church and St. Patrick's Episcopal Church, in the Westbury/Meyerland/ Willow Meadows area of Southwest Houston, the school became a ministry of the newly formed church, St. George's and St. Patrick's Episcopal Church. In 2010, the church and school's name was changed to Grace Episcopal Church and School, with Grace Episcopal School as a mission of Grace Episcopal Church.



Now in its 32<sup>nd</sup> year, the school provides nurture and educational programming in a Christian environment for infants (six weeks) through Prekindergarten (age 5).

Grace Episcopal School has a current enrollment of approximately 109 students ages 6 weeks to Prekindergarten in a variety of care settings appropriate to the age and development of the child. The school hosts a diverse and inter-religious population.

Currently, 19 full- and part-time teachers, and an administrative/maintenance staff of 5 part-time and full-time assistants are employed by Grace Episcopal School.

Grace Episcopal School is currently working in the self-study phase toward accreditation through the Southwest Association of Episcopal Schools.

## About the Neighborhood

From the moment Houston was founded, the limits of what's possible here were forever defined. The first domed stadium, the first word heard from the moon, the first artificial heart transplant – all were achieved from that spirit of endless possibilities. Today, that spirit is alive and well, and there's no limit to what Houston has to offer. Houston is the most ethnically diverse major metro in the nation, with more than 100 languages spoken here. Houston is the fourth most populous city in the U.S. and keeps growing in every way possible.

Houston's Texas Medical Center (TMC) is the world's largest medical complex. Since opening in 1945, TMC has been pioneering patient care, research, education, and prevention. Today, TMC comprises: 21 renowned hospitals, 13 support organizations, eight academic and research institutions, six nursing programs, three public health organizations, three medical schools, two universities, two pharmacy schools, and a dental school.

Grace Episcopal Church and School is located in the central southwest part of Houston, only a few miles from the Texas Medical Center, downtown Houston, and the Galleria. The neighborhood has access to Loop 610 South, Highway 59, and Highway 288.

Houston has a diverse and active religious community where all can find a place to worship in their tradition.

## Grace Episcopal School seeks a Head of School who has...

### Values

- A team player and person of integrity who fosters a high level of trust school-wide
- Demonstrated commitment to the mission of Grace Episcopal Church and supports the values and teachings of The Episcopal Church
- A strong commitment to high quality early childhood curriculum, academic excellence, recruiting and retaining excellent teachers, Christian values, and character-building
- An understanding and support of the school's Episcopal identity with an Episcopal affiliation preferred



### Leadership Qualities

- Ability to effectively administer school policies and procedures
- Ability to provide oversight and daily management of admissions, enrollment management, operations, staffing, budgeting and finance, and related activities as needed
- Ability to lead, supervise, support, and develop faculty
- Demonstrated team leadership
- A committed team player who leads by example
- Strategic and visionary thinker with excellent analytic abilities and sound judgment
- Fosters partnership between the church, school, and parent volunteers



## Education and Experience Qualifications



- Bachelor's degree required, preferably in early childhood, child development, or education
  - Master's degree preferred, preferably in early childhood, child development or education
  - Five or more years of school or business administration experience including admissions, budgeting and finance
  - Five or more years classroom teaching and formation of children
  - Demonstrated experience in leading and developing a strong educational program
- Excellent written and verbal communication skills
  - Demonstrated experience in management and administration, planning and budget development with oversight capabilities
  - Working knowledge in use of technology for email and internet communications, computer usage, including all Microsoft Office programs, budget software, and experience in database use
  - Knowledge of compliance regulations at the local, state, and federal levels
  - An understanding of marketing and fundraising principles and practices necessary in a parochial or private school environment
  - Ability to work and relate well with students, parents, faculty, trustees, church leaders, and alumni
  - Ability to work flexible hours
  - Willingness to be an active member in support of the Grace community; may require attendance at community activities

## Identified Priorities for the Next Head of School

- Commitment to achievement of accreditation
- Quality academic programs, faculty and staff
- Improved technology for better communication with parents
- Foster collaborative relationships between parents and church for ministry opportunities





## **Application Process**

Interested candidates should submit, either by mail or electronically, the following materials:

- Cover letter explaining your interest, qualifications and goals for the position, including salary expectations
- Current Resume
- Current Curriculum Vitae
- Spiritual Autobiography
- Three professional references and one personal reference

Salary will be commensurate with education and experience.

**Application Deadline: August 22, 2014**

**Anticipated Start Date: October 1, 2014**

**All Applications and Inquiries should be directed to:**

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