

# HEAD OF SCHOOL SEARCH PROFILE

## ST. CHRISTOPHER'S EPISCOPAL PRESCHOOL

### KILLEEN, TX

This profile seeks to provide prospective candidates background information for the St. Christopher's Episcopal Preschool Head of School application process. Applications for this position and must be received by July 1, 2014. For a brief overview of our program visit our website at [www.stchrisps.com](http://www.stchrisps.com).

#### The Search for a new Head of School

St. Christopher's Episcopal Preschool in Killeen, Texas is seeking a new Head of School who is strong in their Christian beliefs. We look forward to their spirit, vision and leadership and expect the new administrator to uphold our Mission Statement and Philosophy and to sustain and extend the positive features of our program. We expect the Head of School to partner with the current staff and Board of Directors in order to continue an exceptional program for our students. St. Christopher's Episcopal Preschool has submitted accreditation materials of the Southwestern Association of Episcopal Schools (SAES). We expect the new Head of School to provide leadership as we continue in this area. In addition, we look forward to the work of the Head of School with our Board in the development of our school's strategic plan.

#### Mission Statement

St. Christopher's Episcopal Preschool provides a learning environment in the Christian tradition for the spiritual, social, emotional, intellectual and physical development of its students. St. Christopher's Episcopal Preschool serves as an educational arm of St. Christopher's Episcopal Church, Killeen, Texas and is an extension of its outreach program.

#### Philosophy

1. **DEVELOP STUDENTS** through a child oriented, age appropriate Christian curriculum
2. **PROVIDE CREATIVE OPPORTUNITIES** through meaningful learning experiences
3. **HAVE POSITIVE INTERACTIONS** with all adults who show kindness with firmness
4. **PROVIDE CONSISTENCY** by establishing a routine for all activities throughout each day
5. **SHARE EXPECTATIONS** so children know what to expect and strive for their personal best
6. **PROMOTE INDEPENDENCE** by letting children do tasks by themselves
7. **EXPECT TASK COMPLETION** by teaching students to finish what they have begun
8. **TEACH RESPONSIBILITY** by giving students age appropriate tasks to do
9. **DEVELOP ART APPRECIATION** through appreciation of their own work
10. **IMPLEMENT COOPERATIVE GROUP WORK** knowing each child has individual needs
11. **MODEL ACTIVE LISTENING** child to adult and child to child
12. **PROVIDE MUTAL RESPECT** child to adult and child to child

## **History of the School**

In early 2000, a group of parishioners had the vision to open a two-day a week Mother's Day Out program in the education wing of the church. After much planning and funding through pledges, the program opened as a two-day a week Mother's Day Out program in October 2001 with 12 students and a volunteer teacher. The program struggled at first, but under good leadership it grew to 50 students. In time, the program has become a three day a week preschool with the maximum enrollment of 84 students and a waiting list. Our reputation spans worldwide.

## **Overview of the School**

St. Christopher's Episcopal Preschool is in session three days a week, nine months a year. During the 2013-14 school year, St. Christopher's Episcopal Preschool had an enrollment of 84 students ranging in age from 19 months old to Pre-K 5 year olds. In 2013-14, students were 47% males and 53% females. Included in the enrollment are 20 minority students (25% of student body), 3 Episcopalian students (4% of student body), and 5 students who received tuition assistance.

St. Christopher's Episcopal Preschool employs the Head of School, an Assistant to the Head of School, a receptionist/full time substitute teacher, 7 teachers and 7 teacher aides. Our St. Christopher's Episcopal Preschool Board of Directors consists of six elected members and is chaired by the Rector of the church. Each elected member serves a term of three years on a rotating basis.

## **Location**

St. Christopher's Episcopal Preschool is located in central Texas near the Fort Hood military installation. The area is located in the beautiful Hill Country near many lakes and recreational areas. A short drive in any direction will take you to all the major cities such as Dallas/Ft. Worth, Waco, Austin and San Antonio. The city of Killeen is rapidly growing even though it is a transient community because of military movement.

## **Qualifications**

Minimum Education and Experience:

- Bachelor Degree with 12 college credit hours in child development and 6 college credit hours in Business Management.
- One or more years in a preschool setting or child care center.
- Applicant should be a confirmed Episcopal communicant in good standing of a Parish; the Bishop may make an exception to this requirement.
- Administrative experience preferred with knowledge and ability in:
  - Recruiting, selecting and orienting early childhood staff.
  - Building and sustaining a positive team culture of collaboration and mutual support amongst staff members.
  - Observing, evaluating and supporting all preschool staff.
  - Directing and supporting individual and staff professional development.
  - Demonstrating commitment to continuing personal professional development.
  - Planning and budgeting preschool fiscal resources.
  - Managing organizational change and establishing systems to monitor and evaluate program quality standards.
  - Communicating with the ability to take and invite feedback.
  - Operating the school according to Texas licensing standards.
  - Overseeing and guiding curriculum and educational programs.
  - Establishing and maintaining partnerships with family members, board members, community representatives and civic leaders.

## **Application Process**

Interested candidates should submit the following materials to the address below:

- Cover letter
- Current resume
- Statement of educational philosophy
- List of 3 references, unrelated to the candidate, with contact information. Two references should be individuals with first-hand observation of the applicant in the context of work in an educational environment. References will only be contacted at the semi-finalist stage with the candidate's permission.
- All applications will remain confidential between the Search Committee and the applicant.

### **Submit to:**

The Reverend Janice Jones  
St. Christopher's Episcopal Church  
2800 S. Trimmier Road  
Killeen, TX 76542  
Attn: Preschool Search Committee