

HEAD OF SCHOOL PROFILE

St. Cyprian's Episcopal School in Lufkin is seeking a qualified candidate to be the new Head of School. He or she will supervise all aspects of the school (academic, athletic, artistic, community life, fundraising, business office, accreditation, extended care, and other extra-curricular programs) to ensure excellence and sustainability within the school.

He or she will establish an effective and nurturing manner of leadership and appropriately involves members of the Board, student and parent bodies, administration, and faculty in decision-making.

Qualifications:

The candidates must be experienced in elementary education (Master's degree in Educational Administration preferred). All persons interested must submit a cover letter, current resume, statement of educational philosophy, 3 personal and 3 professional references and two letters of recommendation.

Values:

- A person of integrity; fosters a high level of trust school-wide
- A core set of beliefs consistent with the school's mission

Leadership Qualities:

- Commitment to high quality curriculum, academic excellence and character-building
- Ability to administer school policies and procedures effectively, including disciplinary measures
- Ability to lead, supervise, support, and develop faculty
- Understands the basic principles of managing a school operating budget

Additional CHARACTERISTICS of the successful candidate:

- Possesses a visionary, strategic, and positive personality
- Demonstrates ability to initiate and build programs
- Communicates easily and well in both speaking and writing
- Shows strong, decisive managerial skills
- Is a committed team player
- Models and mentors others in spiritual growth
- Works and relates well with students, parents, faculty, board, church leaders, and alumni
- Is comfortable playing a significant role in fundraising
- Has acquired experience in admissions, marketing and finance