

Head of School Opportunity Statement

For
St. Mark's Episcopal School
Richmond, Texas

Head of School Position

St. Mark's Episcopal School is a ministry of St. Mark's Episcopal Church, located in Richmond, Texas. The Head of School reports directly to the School Board and is responsible for upholding the school's mission:



The mission of St. Mark's Episcopal School is to encourage spiritual, intellectual, social, emotional, and physical development in young children through an enriched curriculum, rooted in the Christian faith.

The School Board is responsible for developing, achieving, and promoting the mission of the school through leadership that is consistent with the parochial objectives of the Episcopal Diocese of Texas and St. Mark's Episcopal Church. The School Board of Directors has fiscal oversight over the operations of the school. The Head of School reports directly to the School Board and manages the daily operations of the school, which includes developing curricula, acquiring materials and equipment, hiring and managing faculty and staff, ensuring compliance with all local and state laws governing schools, including state licensing, and writing and implementing policies and practices established in conjunction with the School Board and the Episcopal Church. The Head of School is responsible for the financial management of the school and for recruiting and maintaining a steady enrollment through marketing and actively promoting the school to the public and within the church.

Overview of the School

In 2011, under the leadership of The Reverend Bert Baetz, St. Mark's Rector, a Planning Committee was established to determine the future financial, program and facility needs for St. Mark's and to develop plans to respond to those needs. Two of the primary strategic goals identified in the planning process were to build an education/school building and to establish a school to bring children to Christ. With St. Mark's vestry approval in place, a School Board was established, and the school opened with its first students in August 2014 in a beautiful new education building. A grant was secured





from an outside nonprofit organization providing an abundance of teaching and learning materials, state-of-the-art technology, and an outdoor learning center with a garden. In its 2014-2015 school year, St. Mark's School offered various summer learning camps as part of its year-round curriculum.

Now operating in its 2015-2016 school year, St. Mark's School offers two- and three-year-old classes, a Pre-K and Bridge-Kinder Program, before school and after school care, and options of two-day, three-day and five-day classes. Learning areas are pre-reading, math, science, social studies, art, music and Spanish, taught through a variety of approaches and teaching methodologies that meet the needs of a wide range of learning differences. The school integrates spiritual formation, joyful discovery, and playful creativity into daily curriculum, enabling children to reach their full potential.



Episcopal Identity

As a ministry of the church, the school is committed to the core values of St. Mark's Episcopal Church which are:

Gracious. In our relationship with Christ, God welcomes us home, and we, in turn, offer gracious hospitality to all those whom God leads to our church.

Rooted. Our worship and liturgy are rooted in the rich tradition of the Episcopal Church, drawing on the wellspring of customs from the ancient church through those of today.

Authentic. We are an authentic people, true to our Christian identity, and genuinely thankful for the gift of our gathering and for the sacred space of our church.

Christ-centered. We are the church, the Body of Christ, and we therefore have Jesus Christ at the center of our life; for in the risen Christ we live and move and have our being.

Empowered. Jesus commissions us to go to all nations with his good news, and we, the people of St. Mark's, are empowered by the Holy Spirit to proclaim by word and example the Gospel in Fort Bend County and beyond.



In turn, the church is committed to the mission and philosophy of education of the school. The church focuses on the whole family, not just the student. While nurturing children in Christ is a major goal, inviting an entire family into the larger Christian body is the greater goal.

On a daily basis, the school joins the Church in its practice of the Episcopal tradition. Beginning with Bible stories, songs, and prayers, the children attend chapel worship

during their weekly school days. In addition, the children are invited into sacred stories of the Christian faith through the art of story-telling and visual engagement using the Godly Play program.

Students, Faculty and Staff

The Head of School has the pivotal responsibility of hiring and managing a strong, innovative faculty and staff to carry out the school mission, as well as to meet the needs of a diverse student body. Our students are drawn from many different cultural backgrounds, faiths, and economic levels. Monitoring classroom performance, giving feedback and motivating faculty and staff are integral to the Head's job to ensure that the needs of all students are met.



Parent Involvement



It is a goal of the school for all parents and families to be immersed in our school's activities, as together we partner to guide our children to grow to their full potential. Parent involvement includes volunteer activities, special programs inside and outside the classroom and chapel, and fundraising. St. Mark's encourages family involvement and collaboration in our programs while upholding the school's mission.

Accreditation/Affiliations/Memberships

St. Mark's Episcopal School has membership in The Southwestern Association of Episcopal Schools (SAES) and will seek SAES accreditation after three years of operation as is required by the Association. St. Mark's Episcopal School will also comply with the standards articulated by SAES under the direction of the Head of School and School Board.

Characteristics and Qualifications for the Head of School

The Search Committee, in conjunction with the School Board, seeks a Head of School with the following qualifications:

Values

- Person of integrity
- Possesses a core set of beliefs consistent with the school's mission and philosophy based on Episcopal tradition
- Person of faith who loves and understands children
- Conveys an enthusiastic and joyful attitude interacting with students, parents, faculty, staff and School Board members

Leadership

- Skilled at establishing a strong educational program with a high-quality curricula leading to academic excellence and faith-based character development
- Possesses the vision to ensure that school programs meet the current and future needs of diverse families
- Hires, manages, and mentors faculty and staff to reach their fullest potential, by building a strong team
- Makes difficult decisions with fairness and compassion and always leads by example
- Holds faculty, staff, students, and families accountable to school policies and procedures, including disciplinary measures
- Experienced at developing budgets and managing the financial systems of a school
- Expert at building and establishing steady enrollment necessary for the long-term success of the school
- Speaks knowledgeably and in a welcoming manner in public about the church, the school, and the faculty and staff
- School Administrative experience
- Possesses strong oral and written communication skills

Background/Education/Experience

- Bachelor's degree
- Teaching experience in Early Childhood Program
- Knowledgeable in areas of child development
- Knowledgeable in curriculum development
- Strong computer skills (such as Microsoft Office or similar software)
- Knowledgeable in the use and application of school-based computer software

Personal Characteristics

- Comfortable playing a significant role in fundraising
- Enthusiastic, compassionate, and energetic
- Spiritually rich, modeling and mentoring others in spiritual growth
- Early Childhood Program administrative experience
- Organized and able to prioritize
- Exemplary work ethic
- Ability to manage and direct multiple issues simultaneously

Preferred but Not Required

- Episcopalian
- Post-graduate education
- Ability to lead faculty and staff training in the areas of child development and caregiving
- Experience in marketing and student admissions
- Preschool administrative experience
- Experience in hiring

Application Process

Applications will be considered upon submission of the following information via email to the Search Committee Chair, Michelle D'Antuono at:

headofschoolsearch@stmarksfortbend.org

- Cover letter expressing interest in the Head of School position
- Current resume
- Statement of educational philosophy
- Names, email addresses, and phone numbers of three personal and three professional references
- Current teaching and administrative certificates

Questions about the search should be directed to the Search Committee Chair:

Michelle D'Antuono, Search Committee Chair
headofschoolsearch@stmarksfortbend.org
Phone number: 281-545-1661 Extension 2000

