



**St. Mary's Episcopal Day School
Bellville, Texas**

Head of School Opportunity Statement
www.stmarysdayschool.com

Mission Statement

“St. Mary’s Episcopal Day School seeks to uphold our sacred trust to provide a safe and loving atmosphere where each child develops spiritually, mentally, and physically. The cornerstones of St. Mary’s Day School are:

- Diversity and inclusiveness in our community
- Strong partnership between school and family
- Shared values of compassion, integrity, and responsibility.”

THE POSITION

St. Mary’s Episcopal Day School in Bellville, Texas, seeks a new Head of School to lead this community of Early Childhood through Pre-K students and faculty. The Head of School and faculty work to create an atmosphere in which to promote Episcopal values, lifelong learning, and life skills and prepare students for success. By focusing on the whole child, the school creates an environment that meets the needs of all its students, and it is a place where children learn about themselves and the world around them.

At St. Mary’s, students are challenged to work to their potential, to think critically, to work collaboratively, and to respect one another. The Day School’s graduates go on to a primary school with an appreciation of learning and a foundation for strong character and leadership skills.

St. Mary’s Episcopal Day School looks forward to welcoming its next Head of School, the 11th in its fifty year history, and seeks an inspiring and thoughtful leader who believes and lives the mission of the school.

THE OPPORTUNITY

The next Head of School will have a challenging and varied workload, including:

- Making decisions on curriculum and other programs and ensuring that those decisions reflect the school’s mission and values.
- Preparing for and leading fundraising and maintaining the school’s financial position.
- A focused effort to ensure that families remain energized and confident advocates of the St. Mary’s Day School program.

- Building upon the school's strengths, while leading the development of short and long-range strategies to enhance the school's already excellent program.
- Working with a 9-member Board of Trustees that understands its role is offering strategic advice on governance issues, not managing the school day-to-day.

SCHOOL HISTORY

St. Mary's Episcopal Day School was founded in the fall of 1964 by the women of St. Mary's Episcopal Church, Bellville, Texas, under the leadership of the Rev. H. Donald Keeling, Jr. The first Head of School and teacher of St. Mary's School was Mrs. Hugh (Cora) Keeling, who served from 1964 until her retirement in 1976. Today, a scholarship fund has been set up in her honor to assist with children and families who require financial assistance in order to attend St. Mary's Day School. The first class Mrs. Keeling taught in 1964 had five students, all four years of age. By the end of the first school year, St Mary's served twenty students between the Kindergarten and four year olds, with the help of an additional teacher.

In the years since Cora Keeling's retirement, St. Mary's has been led by a series of many talented and motivated Heads of School. With the advent of free public Kindergarten many years ago, St. Mary's reduced its commitment to an ongoing Kindergarten program and expanded its offerings to serve the needs of children younger than those in its original classes. Today, St. Mary's offers a Developmental Class for children as young as eighteen months, Early Childhood, and Pre-Kindergarten for children up to age five, and an Enrichment Time in a program that extends through the afternoon for families who need full day services.

At a Glance

Founded in 1964
Episcopal religious values
incorporated in Chapel

Students

Enrollment: 50
18 mths. - Pre-K

Faculty

Faculty: 7
Faculty 5+ years: 2

Tuition

Average 2013-14 student: \$ 2,920
Average tuition discount: 10%

Accreditation

Southwestern Association of
Episcopal Schools (SAES)

FACULTY

The faculty at St. Mary's Episcopal Day School is a cohesive group comprised of individuals with multiple talents and achievements who are passionately committed to educating children. The Day School promotes the value of being a life-long learner in part because its faculty are themselves life-long learners who continue to improve their skills as teachers.



Children of all faiths are welcome in Episcopal schools as are those with no formal faith background.

PROGRAMS

PROGRAM	AGE GROUP	TEACHER:STUDENT RATIO
Early Developmental	18-23 months	1:6
Developmental	2 years	1:8
Early Childhood	3 years	1:12
Pre-Kindergarten	4 years	1:14

*Enrichment Time: After school program for lunch, rest time, constructive play, and a light learning activity.

CURRICULUM

The research-based academic curriculum established for St. Mary's is Saxon Early Learning. This excellent phonics-based program lays solid pre-reading groundwork for children before entering Kindergarten. Saxon Phonics and Spelling is subsequently used by the local public school, continuing the building blocks each student will need to be a successful reader. Saxon Early Learning lessons emphasize phonemic awareness, letter recognition, early literacy skills, and increased vocabulary; Saxon lessons are also designed to encourage inquisitiveness and hands on learning, as well as to increase problem-solving skills. A unique staff-developed curriculum is combined with Saxon to optimize the diverse learning abilities of all students and their experience at school. This includes applying current teaching techniques and strategies gained through annual trainings and workshops, along with creatively employing a variety of accessible educational resources. The curriculum also incorporates a weekly theme, social/emotional learning, fine and gross motor movement, learning with the senses, and experience with various arts such as music, dance, art, literature, and cooking.

Our programs also include exploration and beginning skills on computers and a Spanish teacher who teaches lessons twice a week.

Philosophy

St. Mary's Episcopal Day School recognizes each child develops differently and at his/her own pace; therefore we focus on the whole child. We are committed to offering a safe, loving, and fun Christian classroom for students to discover, explore, and learn about themselves and the world around them. We present stimulating activities that are developmentally appropriate for each age.

SPIRITUAL CURRICULUM

The religious curriculum established for St. Mary's Day School is implemented daily with each child's spiritual well-being in mind. The goal of St. Mary's Day School is to provide for each student a solid foundation of knowledge of God's constant love and the life of Jesus Christ and His death and resurrection. Weekly Bible stories are presented in each classroom at the beginning of the week and incorporated throughout the day. The students attend chapel in the church sanctuary on Wednesdays where they learn about God's never ending love, hear Bible stories, and have a short worship service. Pre-Kindergarten also has incorporated into their daily curriculum the memorization of a weekly Bible verse.

QUALIFICATIONS & QUALITIES OF THE HEAD OF SCHOOL

The Head will work closely and effectively with the entire Board of Trustees. The relationship with the Church, the Rector, and the Vestry also is very important. While the Head of School need not be an Episcopalian, he or she will be encouraged to become an active communicant at St. Mary's Church.

St. Mary's Episcopal Day School seeks a Head of School who embraces a responsive and approachable leadership style. The job of Head of School requires making difficult decisions, which in turn requires excellent listening and communication skills, confidence, transparency, and often a sense of humor. The next Head of School should embrace the school's mission and be able to share this enthusiasm with the larger community and be an external advocate and champion of the Day School.

ESSENTIAL RESPONSIBILITIES

- Ensure the continuation of the mission and philosophy.
- Provide leadership, ensuring ongoing development, improvement, and innovation in the educational programs.
- Support the School's Episcopal values, spiritual education, and outreach.
- Be a role model for the faculty in all areas of leadership and gain their respect.
- Ensure the strength of the School's financial management and resources while maintaining tuition levels.
- Work effectively in all fundraising efforts of the School, including development, coordination, and supervision of volunteers.
- Be widely accessible and continue to enhance communication with parents, alumni/ae, and the community.
- Build and maintain positive School/Church relations.
- Conduct all daily administrative affairs.
- Maintain all accreditation/certifications.

All Episcopal schools in the Diocese of Texas must abide by the Canons of the Episcopal Church and the Diocese of Texas and shall meet the Standards set forth by the Diocesan Commission on Schools.

ESSENTIAL QUALIFICATIONS

- BA required.
- Experience in a school environment is highly desirable.
- Significant experience in recruiting, hiring, managing and coaching teachers.
- Ability to manage budgets and financial resources.
- Ability to maintain all State of Texas licensing and Episcopal accreditation/certifications.

DESIRABLE QUALIFICATIONS

- A detail oriented and highly organized leader with proactive and balanced problem solving skills.
- Strong administrative skills.
- Exhibit a love for children and families from diverse backgrounds and have passion to see the children grow in wisdom and stature and in favor with God and people.
- Ability to cultivate community support and ably serve as the face of the School.
- Ability to work cooperatively with the Rector and Day School Board of Trustees.



TO APPLY

TO APPLY FOR HEAD OF SCHOOL AT ST. MARY'S EPISCOPAL DAY SCHOOL, submit the following materials *confidentially* as separate PDF attachments in one email to tlplumer@gmail.com.

- **Cover letter** addressed to Search Committee that describes what interests you in taking on leadership at St. Mary's Day School;
- Current **Resume** with Education, Experience, and Related Professional Experiences with requisite dates;
- **Statement** that describes your educational philosophy and style of leadership for running the school and working with the Board;
- Three **References** who can speak to your leadership with names, phone numbers, and email addresses for each.

Tammy Plumer
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