



St. Mark's

EPISCOPAL DAY SCHOOL



Title: Head of School

Organization: St. Mark's Episcopal Day School

Location: 2128 Barton Hills Dr., Austin, Texas, 78704

Reports to: St. Mark's Episcopal Day School Board of Directors

Start Date: July 1, 2018

Mission Statement: St. Mark's Episcopal Day School provides a safe, nurturing, and joyous community for children to experience and develop compassion, empathy, and creativity; to learn about and engage with the natural world; and to build a foundation for a life-long love of learning.

Who You Are: You have a passion for early childhood education and working in an all-around inclusive, happy place. You appreciate life in Austin, the #1 Best Place to Live (U.S. News & World Report), surrounded by nature in one of the city's most desirable neighborhoods. Adaptability as a multi-disciplined business leader will be a key strength. Ultimately, you will be a positive thinking *do-er*, leveraging our community, where you will thrive as both a leader and teammate.

Who We Are: We are an SAES accredited, non-profit day school, nurturing children, ages 2-5, since 1963. Our lead teachers, who range from 3 to 23 years' experience at the school, are the jewels of our school. Several have taught our play-based curriculum to generations of families.

Our children learn in the classroom as well as on the playground designed by Dr. Joe Frost, a renowned leader in children's outdoor play. The playground is tucked along a hiking trail on Austin's coveted "Green Belt" in Barton Hills.

We strive to live and to teach with an Episcopalian identity, which includes age appropriate Chapel, inclusivity, and exemplary education. Students are also enriched by music, art, Gym*Magic movement, and Godly Play, which are offered as part of our standard curriculum. Children may participate in our 11 afterschool enrichment classes, which include but are not limited to gardening, dance, science, and book club. We value setting our children up for academic readiness while also nurturing their social-emotional development.

The Day School enjoys a vibrant, close-knit community with active parent volunteers who assist with fundraising, campus improvement and general community building.



St. Mark's Episcopal Day School at a Glance:

- Enrollment capacity: 113 students
- Serving children ages 2-5: 2 year olds (2, 3, & 5 day options), 3 year olds (5 days), and pre-K (5 days)
- Seven classrooms
- 17 faculty and 2 staff
- Regular school hours: 8:30 am – 12:30 pm
- Special programs: early morning care, after school enrichment classes, and extended care
- Seven-week summer camp
- Mascot: Griffin
- Website: <http://stmarksdayschoolaustin.org>

Summary of the Role

Four facets: 1) Student/School, 2) Finance and Operation, 3) Human Resources, 4) Parent/Community

The full-time, year-round Head of School (HOS) is responsible for administration of the Day School program, including faculty and staff, curriculum, enrollment and student safety and development. She/he oversees day-to-day operation of the school

including maintaining a harmonious and efficient work environment. The HOS is a financial/ operational manager and steward of the Day School campus who works collaboratively with St. Mark's Episcopal Church to fulfill the school's Episcopal mission. She/he is a manager and mentor to our outstanding faculty. The HOS embodies the mission and vision of the school and represents the Day School in the community.

Facet 1: Student/School

- Continually monitor and enhance a quality, age-appropriate program for the school; evaluate and enhance the program as necessary
- Maintain, manage and oversee SAES accreditation and state licensing cycles
- Maintain Episcopal identity through school curriculum and events
- Develop, revise and administer effective Day School policies and procedures as set by the board of directors. Implement strategic direction.
- Complete at least 30 hours of professional development annually including pediatric CPR

Facet 2: Finance and Operations

- Financial management
 - o Oversee the budget and finance processes of the Day School
 - o Work with the Finance Manager, Finance Committee and board to develop an annual budget and set tuition
- Enrollment management and record-keeping
 - o Maintain student enrollment
 - o Maintain enrollment records, including prospective/alumni families
 - o Maintain other documents including student files, personnel records, staff continuing education hours, attendance records, health, and parent contact records, and communication to appropriate agencies
- Facility management
 - o Assure maintenance and sanitation of the facility
 - o Oversee equipment and supply purchasing
 - o Proactively plan for facility improvements on campus
 - o Work collaboratively with church leadership to plan and care for shared spaces
- Marketing and communications
 - o Oversee a suite of marketing and communications efforts for enrollment management and communication with current families, prospective families, and staff
 - o Maintain school branding and identity
- Fundraising
 - o Build a culture of philanthropy at the Day School by supporting school fundraising efforts, including annual fund and Lion's Pride silent auction
 - o Identify emerging needs and help direct use of funds

Facet 3: Human Resources

- Staff management
 - o Maintain a full and effective staff through recruitment pipeline and employment procedures
 - o Observe teachers and conduct performance reviews to advise on their classroom leadership and curriculum implementation

- Identify and offer professional development opportunities for staff
- Maintain affiliation with such professional societies as would benefit the teachers and the school

Facet 4: Parent/Community

- Serve as the Day School's public figure and organizer at community events relevant to the school
- Maintain strong relationships with board, church and community, upholding the school's Episcopal identity. Develop a working relationship with the parish rector.
- Provide support and act as a liaison between staff and parents. Provide resources to parents regarding child development, education, health, and nutrition
- Maintain contacts within the community such as the local elementary schools, health department, library, etc.

Ideal candidate will have:

- Bachelor's and/or Master's Degree in early childhood development
- A minimum of three years of experience in the preschool classroom setting
- Three years or more of management and leadership experience
- Spiritual compatibility with the Day School. The applicant must be a person of faith with Episcopal affiliation preferred but not required
- Excellent written and verbal communication skills
- A community orientation and experience working with multiple stakeholders

To Apply: Submit the following by email to HOSsearch.stmarks.austin@gmail.com:

- Letter of interest
- CV or resume
- Statement of educational philosophy (1 page)
- Statement of personal faith (1 page)
- List of four references, which includes the person's association with the candidate along with phone and email contacts

