

Head of School - St. Mary's Episcopal Day School - Bellville, Texas

1. Salary: \$26,000-\$30,000 annually, depending on qualifications and experience.
2. Hours:
 - a. Mid-August to the end of May (42 weeks) 30 hours per week (six hours per day, daily schedule negotiable).
 - b. June, early August (6 weeks) 15 hours per week.
3. Time off:
 - a. Month of July is salaried vacation.
 - b. Personal time during school year negotiable.
4. Benefits
 - a. Pension plan available after one year of employment
 - b. Currently, no health plan is offered
5. Expectations
 - a. As sole office staffer, conduct all daily administrative affairs required by a student body of 45-50 children aged 18 months to four years.
 - b. Employ, negotiate contracts, supervise and evaluate a staff of six to eight individuals
 - c. Maintain active, positive relationships with families of the school's students.
 - d. Be conscious of, and promote, the values and character of Jesus Christ through the Christian expression of the Episcopal Church in the programs of the school.
 - e. Develop, plan and coordinate fund-raising efforts, and supervise volunteers in these projects.
 - f. Sustain and develop positive relationships with the St. Mary's Episcopal Church parish family and its Vestry.
 - g. Actively pursue all avenues of public relations to sustain a positive image for St. Mary's School in the surrounding communities.
 - h. Conduct all financial affairs of the school, with appropriate record-keeping, utilizing the *Quickbooks* software package.
 - i. Develop and implement plans for improvement of the school's educational program.

- j. Develop and implement plans for the growth of the school's enrollment.
- k. Manage physical plant issues in cooperation with St. Mary's Church.
- l. Maintain all paperwork required by the State of Texas, the Southwest Association of Episcopal Schools (SAES) and the Episcopal Diocese of Texas, including seeing that all licensing requirements for SAES accreditation are met (delegating responsibilities where appropriate).
- m. Report monthly (including a year-to-date financial report) to the Board of Trustees on the current status of the school.
- n. Other duties as assigned in negotiation with the Board of Trustees, or as required by situations as they develop.

6. Requirements

- a. Bachelor's degree, or a plan to work toward a Bachelor's degree within a reasonable period of time, with clear evidence of progress.
- b. Previous employment in schools with school administrative experience highly desirable.
- c. Either be an Episcopalian or be prepared to learn about the Episcopal Church and be sympathetic with the church's values and priorities.
- d. Either be certified in the Episcopal Church's *Safeguarding God's Children* program or be prepared to take three-hour *Safeguarding* training as soon as possible after employment.
- e. Working knowledge of *Quickbooks* or willingness to learn as a matter of high priority.
- f. Bilingual skills a plus, but not required.
- g. Provide at least three professional references with previous employers or co-workers who can attest to the candidate's honesty, integrity and responsibility.

St. Mary's Episcopal Day School does not discriminate on the basis of race, religion, color, national origin, sex, or physical disability in access to employment and in providing educational services.