



Position: Head of School

Start date: July 1, 2010 or when filled

Saint Michael's Episcopal School is a college preparatory day school serving a student body of many faiths and nationalities, from nursery ages through 12<sup>th</sup> grade. The school offers a rigorous, classical curriculum.

We seek a Head of School whose values and beliefs are consistent with the school's mission and motto: Learning, Character, Faith.

**Education and Experience:**

- Masters degree preferred
- Teaching and supervisory/administrative experience preferred

**Leadership Qualities:**

- Exceptional communication skills—listening, speaking and writing
- Commitment to academic excellence and helping each student reach his or her full potential
- Effective administrator, decision maker, and consensus builder, who demonstrates accountability
- Excellent role model able to inspire and motivate students, faculty and staff toward great achievement
- Cultivates strong, productive relationships with parents, faculty, alumni, members of the community, and the Board of Trustees
- Highly motivated and eager to accept the challenge of building enrollment, fund raising, and promoting the school within the community
- Anchored and led by a strong Christian faith

**The Head of School has the following responsibilities:**

- Supervise and manage the day-to-day operation of the school
- Create/modify and implement all operational policies
- Assist the Board of Trustees in devising and implementing the strategic plan
- Recruit, supervise, guide and evaluate all faculty and staff members to ensure that the school has the highest quality personnel
- Guide and inspire the faculty to understand and implement the school's mission
- Continually evaluate the school's curriculum and refine it, when necessary, to ensure academic quality
- Develop the annual budget and allocate resources as approved by the Board of Trustees
- Develop and manage a continuous student recruitment program to achieve a steady increase in enrollment
- Design and implement effective marketing strategies that enhance the school's presence and reputation in the community
- Determine and evaluate all school programs and functions
- Assist the Board in implementing the annual giving campaign
- Attend Board meetings and report on current and planned operations of the school
- Maintain excellent communication with students, parents, faculty, staff and Board members
- Develop strong parent support for the school
- Guide the board in assessing the future needs of the school
- Be an effective representative of the school in the community, seeking opportunities to promote the school and its mission
- Cultivate strong relationships with the local Episcopal churches
- Create a safe, challenging and imaginative educational environment that promotes the positive values of good citizenship, service to the community, and personal faith
- Enable students to build strong relationships across grade levels through shared experiences such as chapel worship, fundraising and service activities, and other events

The Head of School supervises a staff that includes an administrative assistant, a secretary, and a bookkeeper. The Head reports to the Board of Trustees. Successful execution of the Head's duties will require broad discretion, good judgment, flexibility, a sense of humor, and sensitivity to the factors that make St. Michael's unique.

To apply, please send a cover letter explaining why you are interested in this position; a current resume with dates for all degrees and Web sites for current and previous schools; a statement of educational philosophy; and the names, e-mail addresses and phone numbers of at least five references. Application deadline is March 15, 2010.

Send application to:

Judy Winn, Search Committee Chair  
[smes.search@gmail.com](mailto:smes.search@gmail.com)  
(979) 845-2808

Please visit our Web site at:

<http://www.st-michaels-academy.org/>