

Founded in 1984, Christ Episcopal School is a co-educational, Early Pre-kindergarten through 12th grade school of some 660 students. The two campuses are located in Covington, Louisiana, and encompass 45 acres in an Arcadian setting, offering a pleasant and stimulating learning environment for its students and faculty. Christ Episcopal School continues in the tradition of independent schools and that of Christ Episcopal Church, which since its founding in 1846 has maintained a commitment to the educational and civic life of St. Tammany Parish.

Our school applies the latest and best educational practices while also teaching care and respect for one another and our surroundings. Christ Episcopal School helps to nurture a child's mind, body, and spirit through a fun and challenging program that offers the best in the academic disciplines, taught by a skillful, experienced, and loving faculty and staff.

In its first 25 years, the school encompassed grades Pre-Kindergarten through 8th. In 2009, however, the school began an expansion program to include high school grades, and the first high school graduation took place in May of 2013. The Early Childhood Campus (ECC) includes Early Prek, Prek, and Kindergarten and numbers 91 students.

The current division head, Mrs. Reina Gardner, will retire in June 2020 after 11 years in that position. Included below is the list of responsibilities of the Early Childhood Campus Division Head, but the job role is largely traditional: the division head reports to the Headmaster, functions as a member of the Administrative Team, and is responsible for the academic and extracurricular programs for the Early Childhood Campus.

Christ Episcopal School is accepting applications for the position of Early Childhood Campus Division Head.

The Division Head is charged with the comprehensive responsibility for all activities involving students and faculty in the division. Under the direction of the Headmaster, the Early Childhood Campus Division Head:

Acts as educational leader of the Early Childhood Campus and is responsible for its day to day operation. Directs the activities of the members of the division's instructional staff.

Safeguards that all activities of the division are consistent with the school's Mission Statement and Operating Principles.

Functions as the chief articulator of that division's curriculum and programs.

Is an active member of the school's Administrative Team and attends regular administration meetings.

Observes, supervises, and assists in the evaluation of the faculty in the development and implementation of the curriculum. Supervises the teaching process.

Creates an academic environment and atmosphere which is conducive to learning and consistent with the school's mission-driven standards.

Is responsible for establishing, maintaining, and communicating to parents, students, and divisional faculty the academic, social, and professional standards for the ECC.

Is aware of the educational, physical, social, and psychological needs of the members of the ECC's community and develops plans for addressing those needs.

Ensures compliance with legal requirements of the BESE Board and the Louisiana Board of Education and by those agencies that examine and accredit the School.

Makes recommendations to the Headmaster regarding hiring and retention of faculty.

Conducts regular meetings with ECC faculty, dealing with both routine school matters and the exchange of ideas on issues of educational and philosophical interest.

Oversees the coordination of the curricular and co-curricular activity programs of the ECC.

Maintains a comprehensive calendar of school events and keeps the entire school community informed of various school programs and activities.

Maintains complete academic records on all students.

Provides academic guidance to parents regarding their children.

Maintains timely communication with the Headmaster regarding all activities and concerns within the division.

Coordinates with the Lower School Division Head in regard to student matriculation to the Lower School.

To serve as a consultant to teachers in matters of classroom management and general ECC procedures.

To lead the admission process for the testing, interviewing, and evaluating applicants for possible enrollment in the ECC. Conducts admission open houses and tours for prospective families.

Performs other duties as assigned by the Head of School.

Requirements:

Master's degree or higher required with teacher certification preferred

Administrative experience, preferably in the early childhood division of an independent school

To support Christ Episcopal School and its leadership

Christ Episcopal School is an equal opportunity employer. We adhere to a policy of employment decisions without regard to age, race, color, gender, religion, national origin, marital status, citizenship, disability, or sexual orientation. We assume that your opportunity with Christ Episcopal School depends solely on your qualifications. As a school, we require a background check, boundaries training by the Episcopal Diocese of Louisiana, and that you be fingerprinted by the St. Tammany Parish Sheriff's office.

Please respond to this ad with a cover letter and up-to-date resume. Fax to 985.871.8783, or email Jerry Henson at jhenson@christepiscopalschool.org. Mail may be sent to Christ Episcopal School, Attn: Advancement Office, 80 Christwood Boulevard, Covington, LA 70433.

Thank you for your interest in Christ Episcopal School!

www.christepiscopalschool.org