



**Head of School Candidate Information**  
**St. Paul's Episcopal Montessori School**  
**San Antonio, Texas**  
<http://stpaulsmontessori.org/>

**Head of School Position**

St. Paul's Episcopal Montessori School of San Antonio, Texas is seeking a new Head of School to take a leadership role at a campus with toddler, primary, and lower and upper elementary Montessori classrooms. The Head of School acts as a liaison between the staff and the Board of Directors and actively promotes the school to all constituencies of the school and the public. Additionally, the Head of School is responsible for upholding the school's mission statement and for managing the daily operations of the school in order to carry out the Board of Directors' vision and Policy.

**Mission Statement**

To educate a diverse community of children, nurturing the child's mind, body and spirit through a Montessori education in the Episcopal tradition.

**History of the School**

The school was founded in 2005 by Kay Mijangos, as an outreach ministry of St. Paul's Parish, a historic downtown parish founded in 1883. Since 1893 when Texas Military Institute was established across the street and the parish rector was its chaplain, St. Paul's Church has actively participated in educating children within a Christian environment. The establishment of St. Paul's School in 2005 represents the parish's commitment to the preparation of young people for active roles as successful students and informed, ethical participants in the faith traditions of their own families as well as the civic life of our community and the world.

St. Paul's School received the Southwestern Association of Episcopal Schools' 10-year accreditation. Currently working towards Montessori accreditation.

**Governance and Development**

The affairs of St. Paul's Episcopal Montessori School are managed by the Board of Directors, which comprises up to 16 members approved by the Vestry of St. Paul's Church to serve for three-year terms. The Board is responsible for overall policy and the general direction of school employees. A majority of the Board members must be parishioners or clergy of St. Paul's Church, however up to two may come from other Episcopal churches. No employee of St. Paul's Episcopal Montessori School is eligible to serve on the Board. Members of the Board volunteer their time and meet at least quarterly to conduct business.

**Overview of the School**

What was started with five students in January 2005 has now become a vibrant and growing institution with 105 students. Our student body is highly diverse, both economically and in race/ethnicity. Our children gather for weekly prayer and teaching time in St Paul's unique Little Chapel, complete with child-sized pews. Services with the Rector are held weekly in St. Paul's Church. The goal is to increase each child's understanding of God's love and presence in each life. Our school implements the Catechesis of the Good Shepard through the direction of the Head of School.

Basic skills in reading, writing and mathematics are taught using the Montessori method and materials. Younger children are usually taught one-on-one. As they grow older, they receive more instruction in small groups. Expectations for work habits, independence and self-motivation are high. Children work at their own pace; materials are presented to challenge, but not overwhelm the child.

Each classroom is composed of children of various ages within the same plane of development. Younger students learn from observing older children, and older students help younger ones. As children become older, the community becomes a source for valuable lessons. Through field trips, children receive additional information that may not be available to them in books. From time to time specialists and artisans visit the school to demonstrate their crafts or share their experiences. *We also offer an After-School Enrichment program from 3:15 PM through 5:15 PM. In this program children may learn about a variety of subjects such as art, dance or soccer.*

Enrollment is currently as follows:

<u>Class</u>	<u>Number of Students</u>
Toddlers (18 months – 3 years)	17
Primary (3-6 years)	53
Lower Elementary (7-9 years)	28
Upper Elementary (9-12 years)	9

The School is planning an expansion scheduled for Fall 2022, which could increase the total number of students in all age groups to as many as 250.

The primary and elementary music programs at St. Paul's Episcopal Montessori School are designed to involve the whole child. The mission of the St. Paul's Episcopal Montessori School music program is to assist and guide each student in the development of his or her innate musicality with a rich, developmentally based curriculum which leads to a lifelong participation in, enjoyment, and appreciation of music in various forms. The core of the music curriculum is the Kodály philosophy of music education, which encourages good vocal tone production and teaches musical literacy (reading and notating music rhythms and notes) through the use of traditional folk songs and well-composed music.

Students are introduced to classical music in the music classroom and their regular classrooms. Elementary students are encouraged to research composers and instruments of the orchestra as music history is integrated into the classroom curriculum. Field trips to the San Antonio Young People's concerts are also planned and attended.

St. Paul's Episcopal Montessori School employs 23 full-time faculty members, a Director of Development, a Business Manager and a number of part-time specialty faculty members and office staff.

#### **Qualifications of Potential Candidates**

- Significant Montessori teaching experience and a deep understanding of the Montessori approach
- Experience in private school administration or provable administrative ability
- Managerial experience desirable
- Excellent verbal and written communication skills
- Strong Christian commitment
- Understand and support the school's Episcopal identity
- Willingness to maintain and enrich the existing school culture
- Willingness to lead the school toward full accreditation as a Montessori school
- Actively lead fundraising efforts for the school

This is a position for an energetic, confident person who loves Montessori and wants to grow in service to this delightful community.

**Application Process**

All applications and inquiries should be sent to Kelly Palubiak at [apply@stpaulsmontessori.org](mailto:apply@stpaulsmontessori.org)

Interested candidates should submit the following materials electronically to

[apply@stpaulsmontessori.org](mailto:apply@stpaulsmontessori.org):

- Cover Letter
- Current resumé
- Official college transcripts and relevant certifications