



HEAD OF UPPER SCHOOL

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The Position

The Head of Upper School at Saint Thomas' Episcopal School holds the primary responsibility for overseeing all aspects of the upper school division and reports directly to the Headmaster. Their work focuses on building meaningful relationships with students, faculty, and parents that will allow the successful candidate to inform and implement curricular initiatives and ensure high-quality classroom instruction, a strong advisory system, and a culture of belonging, accountability, and responsiveness. All upper school teachers report directly to the HOUS. He/she works closely with the School Counselor and the Director of College Placement who act as important collaborators in this work.

The Head of Upper School is part of a strong academic leadership team with the other Division Heads (middle and lower). This group meets regularly and offers collaborative problem-solving support to one another. Ideal HOUS candidates will possess outstanding emotional intelligence and interpersonal skills, a deep understanding of strong teaching and teacher development, and the creativity to develop and help implement mission-appropriate programs.

The successful candidate for Head of Upper School will be joining STE at an exciting time. Saint Thomas' is emerging from the floods of Hurricane Harvey and the pandemic in a brand new Academic facility and with a newly appointed Headmaster. Our next strategic plan is being developed which will even better fulfill the school's mission of forming honorable lifelong learners through a classical Christian education.

Qualifications & Skills

- A graduate degree and a minimum of 5 years of experience in educational and instructional leadership, including demonstrated experience implementing curriculum initiatives.
- Demonstrated positive interpersonal skills, emotional intelligence, and ability to communicate clearly and effectively with various constituencies of a school.
- Experience in and ability to supervise and evaluate teachers and administrators.
- Demonstrated experience meeting the social and emotional needs of high school students.
- Technologically literate regarding communication and database systems, as well as social media; knowledgeable regarding educational uses of technology.
- Strong managerial, change management, and organizational skills.
- Willingness to be a visible presence at the school in all venues where the students and faculty are actively engaged.



The School

Saint Thomas' Episcopal School has been forming honorable men and women through a classical education grounded in a Christ-centered worldview for nearly seventy years. Founded in 1955 by The Reverend T. Robert Ingram, today Saint Thomas' Episcopal educates and inspires 550 students in grades K through 12. Saint Thomas' is located in the Meyerland community in Southwest Houston.

STE is renowned for our talented and compassionate faculty and staff who are the backbone of our institution and paramount to the school's success. STE offers our high school students a challenging liberal arts curriculum that embraces a detailed treatment of mathematics, languages, history, science, and religion. In addition, students have many opportunities to participate in activities outside their regular academic courses. Upon graduation, our students have a firm foundation on which to build future success in college and in life.



Be STE.

Be STE is a special phrase we use on campus. It's our commitment to forming honorable, lifelong learners through a classical Christian education.

