



# Head of School Search

## July 1, 2024



**ST. LUKE'S**  
EPISCOPAL SCHOOL

[stlukesbrschool.org](https://stlukesbrschool.org)

8833 Goodwood Blvd., Baton Rouge, LA 70806

(225) 927-8601 | Follow us on social media!  



## Quick Facts

### School Mission

Challenging and nurturing Mind, Body, and Spirit, our community inspires students to lead lives of purpose, faith, and integrity.

### Grades Served

Pre-K3 through 8th Grade

St. Luke's is the only Episcopal school in Baton Rouge with a PK-8 Model.

### 2022-2023 Enrollment

223 students

### Average Tuition

\$11,000

### Student-Teacher Ratio

7:1

### Portrait of a St. Luke's Graduate

Critical thinker  
Inquisitive and creative learner  
Effective communicator  
Servant leader  
Respectful community member  
Team player

## Why St. Luke's?

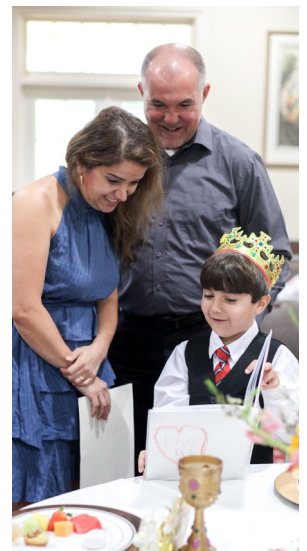
St. Luke's Episcopal School has been recognized as one of the finest schools in Baton Rouge since 1957. Our busy campus, with its graceful mixture of old and new buildings and beautiful trees and flowers, provides the ideal setting for learning and discovery. The atmosphere at St. Luke's is warm and friendly. We believe when students feel secure and accepted, there is no limit to what they can achieve. The early school years set the stage for a child's lifelong love of learning, and our small class sizes allow teachers to quickly recognize each child's special gifts and needs. We offer a wide variety of enrichment classes including liberal, visual and performing arts, foreign language, and technology. We also offer after-school activities and clubs. Our athletic program offers various fall, winter and spring sports to students in 3rd through 8th grade.

## Parent Testimonials

*"St. Luke's is educating the whole child without forcing them to fit into a box. Their individual gifts and talents are celebrated and developed, and weaknesses are identified and addressed."*

*"My child LOVES school, is excited to learn, and knows the teachers love their students."*

*"St. Luke's truly feels like a family."*



## Accreditation

St. Luke's Episcopal School is approved by the Louisiana Department of Education and accredited by the Southwestern Association of Episcopal Schools. The school and faculty holds memberships and/or affiliations with the following organizations:





# The Head of School Position

St. Luke's Episcopal School of Baton Rouge seeks an experienced leader in education to serve as Head of School. This is a full-time twelve (12) month position. The candidate must have a Master's degree with a minimum of five years of experience, preferably in an independent school.

The Head of School works to promote and advance our mission and core values, maintain a superior academic program, increase student enrollment, build community relationships, and continue a strong recruiting and development program for faculty and staff. The Head is responsible for day-to-day academic and business operations of the school, as well as internal and external matters across all curricula disciplines and programmatic offerings. The Head also works with the various constituent groups within the school community to maintain the academic integrity of St. Luke's.

**Position begins July 1, 2024.**

## Primary Duties and Responsibilities

*Include but are not limited to:*

### Board Responsibilities

- Be directly responsible to the Rector in all matters and to the Board of Trustees.
- Initiate and direct the development of school policies for Board approval and provide the Board with adequate information to help them reach sound decisions and establish policy.
- Prepare Board meeting agendas with the President and Secretary.
- Serve and attend as an ex-officio member of all Board and Board committee meetings.
- Supervise the implementation of all Board policies.
- Report regularly to the Board about progress toward organizational objectives, financial status of the organization, and other issues of concern to the Board of Trustees.

### Management Responsibilities

- Supervise the hiring, firings, and evaluation of all staff. Responsible for producing clearly written and consistent policies in accordance with good practice and government regulation.
- Oversee the coordination and implementation of all curricular, co-curricular, extra-curricular, and disciplinary policy.
- Work with and direct administrative staff in the performance of their duties.
- Develop workshops and arrange speakers for faculty and staff enrichment, professional growth and development.

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## Financial Responsibilities

- Work with the Business office to prepare the annual budget for the Board approval.
- Approve expenditures within the limits of the Board approved budget.
- Provide information to the Board regarding purchases and expenditures.
- Assist the Development Director in enlisting endowment donors, annual fund activities, and all other fundraising and marketing events.
- Interact with the Business Director in all aspects of the fiscal operations.

## Leadership Responsibilities

- Represent the school as its chief executive officer in all dealings with other organizations, individuals, and the general public.
- Facilitate good understanding and communication, and a sense of common purpose and vision for others throughout the St. Luke's community.
- Interact with the St. Luke's community (students, faculty, staff, parents, public, etc.) to reinforce their self-worth in mission-appropriate, community-building ways.
- Provide leadership to measure, implement, and oversee all aspects of teaching and learning.
- Work with the Board to prepare a long-range, strategic plan for the school.
- Maintain a visible presence in the classrooms and at school events.

## Other Responsibilities

- Overall responsibility for recruitment and retention of students. The Head has authority to accept and discharge pupils according to the policy adopted by the Board.
- Responsible for maintaining state accreditation and all forms, annual report, and documentation as required by the Louisiana State Department of Education.
- Responsible for maintaining all other accreditations and certifications (SAES, etc.).
- Believe in the whole child approach to education.
- Collaborate and work well with others.
- Demonstrate creative thinking, problem solving, and effectively use technology.
- Require organization, prioritization, self-motivation, and detail-oriented skills.
- Stay current in Episcopal school trends while also respecting the traditions that make St. Luke's special.

## Head of School Application

*Items required to apply:*

1. Letter of interest specifically addressing this position
2. Resume listing education and work experience
3. Statement of educational philosophy
4. List four professional references with contact information
5. Letters of reference, if available

To pursue this position, please submit the required items listed to The Rev. Dr. Bryan Owen.

[frbryanowen@stlukesbrschool.org](mailto:frbryanowen@stlukesbrschool.org)

**The Rev. Dr. Bryan Owen**  
**8833 Goodwood Blvd.**  
**Baton Rouge, LA 70806**