**JOB PROFILE**

**INTERIM HEAD OF SCHOOL FOR 2025-26**

St. Andrew’s Episcopal School in New Orleans, LA, is seeking an Interim Head of School for the 2025-2026 school year. The Interim Head will guide the school and prepare it for a permanent Head of School to be hired for the 2026-27 school year. The Interim Head will be able to apply for the permanent position, if he or she wishes.

School profile

Founded in 1957 as a ministry of St. Andrew’s Episcopal Church, St. Andrew’s is the oldest Episcopal school in New Orleans. It has maintained a strong Episcopal identity throughout its history. The school was composed of students in Pre-Kindergarten through sixth grade until 2007, when St. Andrew’s added a seventh grade and, the following year, an eighth grade. In 2015, the school expanded to include an early childhood program, The Cottage, serving students ages 12 months through three years. The school is located in the Carrollton neighborhood of New Orleans.

The mission of St. Andrew’s is as follows: “to educate and inspire the mind, body, and spirit of each individual child with a sense of excellence and to promote social responsibility in a nurturing environment that values faith, reason, and diversity.” The school embraces its small size, allowing for an intimate environment where students, families, and staff members know one another very well and support one another. Throughout its history, the school has maintained one class per grade level, and has maintained exceptional student-to-teacher ratios. We have a legacy of inclusion, aspiring to tell and exemplify God’s love for every human being. With a student body comprised of students whose families represent an ecumenical and interfaith community, the school strives to incorporate Episcopal theology, liturgy, and customs in ways that speak to students from all backgrounds. St. Andrew’s recognizes that the fundamental lesson of treating every human being with dignity and respect is crucial to our students’ future in the workforce and in the world. We actively welcome members from across the spectrums of race, socio-economic status, sexual orientation, gender, and ethnicity. Inclusion is not just an aspiration at St. Andrew’s: it is a vital part of the school’s day-to-day life.

Overview of duties

* Execute and administer the policies of the School, including updating, as needed, the School’s policies and procedures for maintaining a safe and secure physical campus
* Hire and evaluate all other employees of the School and the Cottage
* Observe faculty in their classrooms and assess curriculum and divisional alignment
* Serve as a resource for faculty by building morale, providing instructional coaching, and identifying appropriate professional development
* Oversee the external operations of the School, such as admissions and recruitment, marketing, fundraising, extra-curricular, and relations with constituents
* Oversee the financial operations of the School and the maintenance of its facilities and ground
* Oversee the disciplinary program of the School, including serving as final court of appeal for disciplinary action related to any student or employee
* Assess the effectiveness of the various operations and programs of the School and the Cottage
* Model the mission and philosophy of the School
* Prepare monthly reports to the Board of Trustees and the Vestry of St. Andrew’s Episcopal Church
* Collaborate and effectively communicate with the Rector and Vestry leadership of St. Andrew’s Episcopal Church

Qualifications and characteristics

* Masters’ degree or equivalent experience
* Can be lay or ordained
* Ability to work in highly collaborative environment and demonstrate specific expertise in curriculum and programmatic design, and management leadership
* Experience in administration in elementary and/or middle schools
* Strong foundation in teaching
* Commitment and dedication to creating an inclusive and equitable environment
* Strong communication skills, both written and oral
* Ready to be an active and visible member of the St. Andrew’s community
* Ability to engage with parents, donors, and other constituents effectively
* Previous experience with managing budgets, finances, and annual fundraising goals is a plus

Candidates should send a cover letter expressing interest in the position, a current resume, and an educational statement or piece of writing that reveals something about themselves and their views about the education of elementary and middle school students to: [interimsearch@standrewsepiscopalschool.org](mailto:interimsearch@standrewsepiscopalschool.org). Deadline for submission of applications is December 15, 2024.