

Head of School Search 2026-2027

Cottage



PK4 & K



Lower School



Middle School





Overview

St. Andrew's Episcopal School, a vibrant and mission-driven community in the heart of New Orleans, is seeking a compassionate and visionary Head of School for the 2026–2027 academic year.

Founded in 1957 as a ministry of St. Andrew's Episcopal Church, our school has been a beloved part of the Carrollton neighborhood for generations. We are proud to be the oldest Episcopal school in New Orleans, and even prouder of the inclusive, joyful, and faith-filled environment we cultivate every day. St. Andrew's serves students from 12 months through 8th grade, offering a nurturing, student-centered education rooted in Episcopal values.

Our mission is 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.

Our school community is rich in diversity and united in our shared belief in the dignity of every person. We welcome families of all faiths and backgrounds and strive daily to live out our commitment to inclusion, compassion, and excellence. We embrace our small size as a strength, offering one class per grade, low student-teacher ratios, and a genuine family atmosphere where every child is known, valued, and loved.

Discover the Unique Charm

St. Andrew's Episcopal School stands out for its intimate and nurturing environment, characterized by a small student-to-teacher ratio. This allows every child to feel both known and cherished by our experienced and compassionate faculty and staff. At St. Andrew's, we are dedicated to "Cherishing Childhood, Developing Character, and Cultivating Leaders."

The achievements of our students are a testament to our success. They excel within our school, gain admission to an array of prestigious high schools, and continue to thrive in their academic pursuits through college and beyond. Our commitment to fostering personal growth and leadership has consistently resulted in outstanding accomplishments both within and outside the classroom.



What Are We Looking For

St. Andrew's Episcopal School is looking for an energetic, visionary leader who can inspire the confidence and respect of the entire school community while also providing us with the skills to build on our strengths, and grow the school community. St. Andrew's seeks a knowledgeable educator who understands how to grow a team and lead a school through growth; who is known as a collaborator and demonstrates skills in relationship-building, mentoring, and strategic thinking. The next Head of St. Andrew's should be comfortable making fair and firm decisions. The School seeks an individual with a passion for education within an Episcopal framework. Candidates must be committed to continuing the school's educational philosophy of academic excellence within a warm and accepting environment. The next Head of School will assume office on July 1, 2026.

Head of School Position Description

The Head of St. Andrew's Episcopal School (SAES) serves as the sole employee of the Board of Trustees, acting as the school's chief administrator, educational leader, community builder, and one of its spiritual leaders. Through this position, the Head ensures that every member of the SAES community is known, valued, and respected, and that school life reflects the School's Episcopal identity with a strong commitment to practice justice and to respect the dignity of every member of the school community.

The Head of School promotes best practices across all areas of school operations — admissions; marketing; development and fundraising; and faculty recruitment, retention, and professional development. As the primary spokesperson and advocate for the School, the Head conveys the School's mission with clarity and conviction, inspiring confidence and unity among all constituents.

In partnership with the Board of Trustees, the Head plays a major role in defining and advancing the School's mission, vision and values. The School leadership team articulates these defining principles to students, faculty and staff, families and the wider community, ensuring that the mission remains vibrant and central to the life and growth of the school.

The next Head of St. Andrew's Episcopal School will be a leader committed to academic excellence, community engagement, spiritual/Episcopal identity, and sound institutional operations.



Leadership and Personal Qualities

- Has the energy and enthusiasm to lead and engage the community, creating a culture of philanthropy that advances the SAES mission and program.
- Enjoys being an active presence on campus: visiting classes, talking with parents on the sidewalk, talking shop with teachers, engaging with students, and finding joy in the company of children.
- Strong communication, collaboration, and interpersonal skills; a warm sense of humor; and the professional presence to inspire the confidence and trust of the leadership team, faculty, students, parents, and greater SAES community.
- An empathic listener and life-long learner who possesses a growth mindset and explores new ideas and approaches.
- A passion for early childhood and elementary education who will embrace the school's unique Episcopal identity.
- Demonstrates the knowledge, experience, and skills to lead and mentor our faculty, manage the school's daily operations, lead and mentor the administrative team, and be a principal Episcopal school pastoral leader.
- Leads innovative strategic planning for the school, carries out and achieves the strategic goals in partnership with the Board, and directs talent and experience to lead fundraising efforts.
- Shows the ability to recognize, embrace, and implement best practices to help children reach high academic standards that will prepare them to thrive at and beyond St. Andrew's.

Operational and Management Duties

- Has responsibility for educational management, administrative leadership, and for the implementation of the Board-approved strategic plan.
- Conducts the day-to-day operations of the School and implements the School's policies, procedures, resolutions, and other Board directives.
- Works closely with the School's Trustees as an ex-officio member of the Board and its standing committees, and communicates clearly and promptly on matters impacting the school.
- Manages the School's financial affairs, including the operational budget, tuition, scholarships, financial aid, annual fund, revenue and expense line items, and oversees faculty/staff compensation and all school contracts.
- Working closely with the Business Office, the Head ensures that appropriate accounting systems and internal controls are in place and maintained; provides regular financial reports to the Board of all funds, assets, and liabilities of the school and all income and expenditures, including recommending capital expenditures.



Human Resources and Faculty Development

- Shapes the school's organizational structure, ensuring the appropriate people are hired and retained for appropriate positions, and then supported in their professional development.
- Recommends effective personnel policies and procedures.

Marketing, Admissions and Community Engagement

- Oversees the admissions process, attracting new families, retaining current families, educating parents about St. Andrew's Episcopal identity and the value of attending SAES; advances the School's public profile and development initiatives to ensure the School continues to flourish.
- Leads the school's Public Relations, Marketing, and Development programs.
- Participates in school-related meetings and special events.

Episcopal Identity and Accreditation

- Maintains effective communication and good working relationships with St. Andrew's Episcopal Church, most importantly, with its Rector and Vestry. Establishing a collegial and collaborative relationship with the Rector is critical for the shared mission of the Church and School.
- Ensures the School's continued membership in the Independent School Association of the Southwest (ISAS), National Association of Independent Schools (NAIS), and National Association of Episcopal Schools (NAES). Also maintains the School's accreditation status by complying with ISAS standards and responding to ISAS overarching recommendations.

Campus Stewardship and Safety

- Ensures that the school provides a safe environment for student, faculty/staff, parents and other community members.
- Makes certain that facilities and grounds are well-maintained, and that the school technology is continually upgraded to reflect best practices for schools of St. Andrew's size and resources.
- Provides any necessary reports regarding the School's physical property.



Preferred Qualifications

- At least five years teaching and/or administrative experience in a PreK-8 school.
- Master's degree in an applicable field.
- Experience in, or appreciation for, Episcopal schools.

To Apply

Interested candidates should provide a resumé, cover letter highlighting interest in and reasons for seeking the position, a statement of academic philosophy, and a list of three (3) professional and two (2) personal references with contact information, as a single attachment, by **October 6, 2025**.

These materials should be emailed to: SAESHeadSearch2025@standrewsepiscopalsschool.org

Head of School Search Committee
St. Andrew's Episcopal School
8012 Oak Street
New Orleans, LA 70118

Candidates will be evaluated as received.



Campus Facilities



Nestled in the vibrant University/Carrollton area of New Orleans, St. Andrew's Episcopal School boasts a well-appointed campus featuring seven buildings and three playgrounds, each designed to enhance the educational experience.

- **Kimball Hall:** This building is home to the 1st and 2nd Grade classrooms, two early childhood classrooms for 1-year-olds, and the Chaplain's Office, creating a nurturing environment for young learners.
- **De la Vega Hall:** This building houses PK3, PK4, and Kindergarten. These classrooms encourage exploration and discovery along with a lot of magic.
- **Rueff Hall:** Equipped with the Rosenberg Library, housing 7,500 books and an online database of periodicals and encyclopedias, this hall also includes a media center, the Middle School Math classroom, 2 early childhood classrooms for 2-year-olds, the Cottage Director's Office, the Student Support Coordinator's Office, and the Counselor's Office.
- **Grace Hall:** This building is home to 5th, 6th, 7th, and 8th grade advisory classrooms, the Middle School History classroom, Middle School English classroom, and Middle School Science Lab, a Music classroom, and the Advancement Office.
- **Parish Hall:** A versatile space, Parish Hall includes a lunch and auditorium facility, 3rd and 4th Grade classrooms, a Spanish classroom, and an Art Center that serves Grades 1-8, fostering creativity and cultural learning.
- **1116 Short Street:** This building houses the administrative heart of the school, including the School Office, Head of School, Business, Finance, and Admissions Offices, and the Faculty Workroom.
- **St. Andrew's Episcopal Church:** A cornerstone of the School's spiritual life, the Church hosts Morning Assembly, weekly Eucharist, Chapel services, and special events, strengthening our community bonds.
- **Chalstrom Parish House:** Here, you'll find the parish office and Rector's Office for St. Andrew's Episcopal Church.



Cardinal Facts 2024-25

History

Founded in 1957 by the Rev. Ralph Kimball and the Vestry of St. Andrew's Episcopal Church.

Enrollment

- 185 boys and girls, 12 months – Grade 8
- 67% boys, 33% girls
- 30% of students receive financial aid
- 30% students of color
- All religious affiliations are welcome

Academics

- Class size 10-14
- Self-contained classrooms 12 months – Grade 4
- Partial Departmentalized Instruction in Grades 3 - 4 (Language Arts and Math)
- Departmentalized Instruction in Grade 5 (English and History / Math and Science)
- Departmentalized Instruction in Grades 6 - 8 (Math, History, English, and Science)
- Spanish is taught in PK3 – Grade 8
- School Counselor
- Student Support Coordinator

Accreditation and Affiliations

Independent Schools Association of the Southwest (ISAS)
National Association of Independent Schools (NAIS)
National Association of Episcopal Schools (NAES)

Tuition and fees 2025-2026

Cottage - \$1,365 per month

PK3 - \$1,365 per month

Fees - \$225 for activities,
\$36 for Parents' Club dues
\$261 total for all sections

PK4 - \$15,890

Kindergarten - \$16,950

Grades 1-8 - \$17,160

Books and Fees - \$606 - \$1,318

After Care (3:15 pm – 6:00 pm)

Monday - Friday - \$2,800 per year

Monday, Wednesday, Friday - \$1,680 per year

Tuesday, Thursday - \$1,120 per year

Dewar Tuition Refund Plan - 2.3% of tuition



School
Established
1957



Cottage
Enrollment
71



PK4-Grade 8
Enrollment
114



Class Size
Range
10-14



Financial
Aid Awarded
\$235,000



Students
of Color
30%



Operating
Budget
\$3.3 million



Percentage of Students
Receive Financial Aid
30%