



Head of School Search

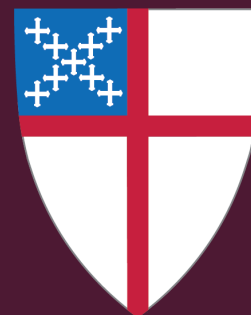
St. Helena's Episcopal School

410 North Main Street

Boerne, Texas 78006

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sthelenasepiscopalschool.com



OVERVIEW

St. Helena's Episcopal School seeks a dynamic leader who will embody and promote the School's Mission and Core Values. St. Helena's is located in the beautiful Texas Hill country in the town of Boerne, Texas. Our school serves students in ages 18 months– 5th grade with a dedicated staff of talented educators and administrators who educate the mind, body, and spirit of each child.

Our campus consists of multiple buildings on St. Helena's Episcopal Church grounds with six classrooms, one playground, one learning yard, and the historic sanctuary. Students are taught in self-contained classes in indoor and outdoor learning environments.

Our school is a member of The Southwestern Association of Episcopal Schools (SAES), The National Association of Episcopal Schools (NAES), and the Episcopal Diocese of West Texas. St. Helena's students are seen as intellectually curious and morally responsible, which equips them to excel along their educational journey.



Mission

Our mission is to shepherd God's children and their families in a community of grace and to share the truth and love of Jesus Christ through developmentally appropriate instruction.



School History

St. Helena's Early Enrichment program opened its doors in the lower level classrooms in Wendler Hall in the fall of 2008. The program consisted of a two year old class, a three year old class, and a four year old class. The staff was made up of 1 director, 3 teachers and 3 teaching assistants. We held classes on Mondays and Wednesdays.

In no short amount of time, we applied to be licensed as a three day a week preschool and eventually grew to 5 Pre-K classes, three days a week (Tues.-Thurs.) Within a few years we added a kindergarten class, and in 2020, we added 1st, 2nd, and 3rd-5th for a total of 8 classes.

In the spring of 2023, our head of school departed and it impacted our enrollment. Presently, we have 3 preschool classes and 3 elementary classes.





Educational Program

The School as Community

We seek to create a learning community in which students are respected and taught as individuals, teachers are empowered to lead and inspire, and parents are essential participants in their child's education. In the classroom, collaborative problem solving and respectful conflict resolution set the tone for a lifetime of successful peer interaction.

A Climate for Learning

Our classrooms are safe, happy, engaging environments, filled with resources that allow students to learn in ways they naturally respond. We maintain low student/teacher ratios with flexible student groupings. Play and exercise are built into the daily schedule with opportunities for learning that extend onward to include the greater community and natural world.

A Curriculum with Coherence

Our school curriculum is based on the developmental levels of our students. We meet students where they are utilizing research-based techniques to help them grow. We focus on faith, language, mathematics, science, art, and the human experience. Exploration is a valued part of the learning process, while continued assessment is a tool we use to inform instruction.

A Commitment to Christian Character

Our school experience is designed to support learning and purposeful living. The seven core virtues of *honesty, respect, responsibility, compassion, self-discipline, perseverance and giving* are instilled in students within the classroom and real-world service opportunities. We believe these core virtues, passed on through the Holy Spirit, apply to our relationships with others and in our stewardship of our natural environment.



Educational Program– Preschool

18 Months – Transitional Kinder

Preschool classes are designed to introduce children to beginning concepts in math and literacy through exploratory play. We focus on helping children build their foundation in learning through individual attention, centers, whole group activities, outdoor discovery, and interaction with other age groups. Children are grouped initially by age with developmental levels taken into account. Our Transitional Kinder class focuses on preparing children for their next steps in math and language literacy, socialization, and a better understanding of the world around them.





Educational program— Elementary

Kindergarten

Creating a foundation for all future learning, our kindergarten class focuses on the fundamentals of learning.

It is fundamental to explore.

It is fundamental to sit and listen.

It is fundamental to experience language and math.

It is fundamental to learn to be kind, generous, patient, and loving.

It is fundamental to find joy in each day!



1st grade— 5th grade

Exploration and discovery of the world around us is the goal of all learning. During these formative years of learning, the 1st and 2nd grade classes focus on learning to read.

The 3rd through 5th grades focus on reading to learn.

Understanding the universal language of math is a priority through hands on experience.

All instruction is developmentally appropriate and aligns with the Texas State standards, so that when our students journey forward after their years here, they are prepared for the next steps.



Outreach



"LET EACH OF YOU LOOK OUT NOT ONLY FOR
HIS OWN INTERESTS, BUT ALSO FOR THE
INTERESTS OF OTHERS."

PHILIPPIANS 2:4

Serving others

As followers of Christ we are called to serve each other. Reaching out to help others is in our DNA.

At St. Helena's School, we walk the way of Christ. We look for opportunities to serve our fellow classmates, our school and our community.

We enjoy working with the local Family Services Unit in their Food Pantry, visiting our friends in elderly care facilities, baking treats for the animal shelter, and collecting for people who live in food scarcity.



School Community

Shepherds

The Shepherd's Group is a parent led organization that exists to facilitate positive relationships (community) between parents, administration and faculty. New families are welcomed to the school community by the Shepherds Group to help prepare for their child's new educational journey. The Shepherd's Group also serves the school community by organizing volunteers and fundraising opportunities. We encourage you to get involved!



Our Church

We, the Family of St. Helena's, empowered by the Holy Spirit, welcome all God's Children to grow with us in Grace and Proclaim the Good News of Jesus Christ.

On Sundays St. Helena's offers 3 unique worship serves. There is a quiet, contemplative Rite 1 service at 7:45 a.m. At 9:00 a Rite 2 Contemporary service is held in the Great Room of Wendler Hall. This service is followed by Sunday School for all ages. At 11:00 a Rite 2 service is held in our historic sanctuary with a chancel choir. St. Helena's is a growing, thriving community with energetic children and youth ministries, men's and women's Bible studies, a dedicated and growing outreach ministry, a senior citizen ministry that is like no other, and a great sense of family.

School

Established: 2008

Grades: 18 month-5th grade

Preschool-26

Elementary-27

Student to teacher Ratio

-Pre-K 2:10

-Elementary 1:12

Finance

Operating Budget-\$359,768

Endowment-\$2,000

Annual fund- to held in
November 2023

Growth fund- \$158,000

Faculty

Teachers- 6

Assistants- 3

Administrators- 2

Tuition

Pre-k- \$455/month

Kinder-\$585 /month

Elementary- \$710/month

Extended care- \$145/month

Enrichment Fridays- \$50/day

Financial aid- \$20,000

Memberships



**EPISCOPAL
DIOCESE**
of West Texas



**National Association
of Episcopal Schools**
Excellence Through Association



Living in Boerne

A Growing City with a Small Town Heart

Boerne at a Glance

Boerne (pronounced "Bernie") is only a few minutes north of San Antonio, off Interstate 10. The delightful small-town ambiance enlivens the spirit and warms the heart.

- Population: 14,725 (2016)
- Land Area: 5.82 Square Miles

Boerne History

In 1849, German immigrants first settled this land near the cool waters of the Cibolo Creek. Today, more than 140 historic structures remain in Boerne.

We are the Hill Country Hub

Boerne is centrally located to some of the most sought-after destinations in the Texas Hill Country.

- 25 min from San Antonio
- 20 min from Comfort
- 45 min from Fredericksburg
- 35 min from Kerrville
- 1 hour to New Braunfels





The Position

St. Helena's Episcopal School is seeking an experienced visionary who embraces our mission while upholding the Episcopal identity of the School. The Head of School should honor the traditions, relationships, and practices at the heart of our school culture.

We are seeking a leader who leads with faith, integrity, and a collaborative spirit.

This person should be a skilled communicator and an innovative, strategic thinker.

The Head will be responsible for the overall management of the School in accordance with the Board policy.





Personal and professional qualities & qualifications

Professional Qualifications and Experiences

- Strength in building a high performing professional team by leading, mentoring, holding accountable and supporting faculty and administrative staff
- Management skills, including experience in school finance, facilities and enrollment management, communications and fundraising.
- A curricular leader with strength in curriculum and instruction, teaching experience, and who is well versed in current educational research and pedagogy.
- Proven leader in a PK-5 independent school setting, either as a Head of School or in senior level administration
- Strength and experience in community and relationship building across all constituent groups.
- Experience as a spiritual leader who is able to uphold and promote the Episcopal identity of the school. A communicant of the Episcopal Church is preferred.
- Strength in strategic and long-range planning.
- Proven commitment to one's own professional growth and development.
- An advanced degree in education or a closely-related field is preferred.

Personal Qualities

- A person of integrity with high moral and ethical standards.
- Strong communication and interpersonal skills; accessible and approachable, dynamic, warm and compassionate, and a good listener.
- At ease in making firm and fair decisions.
- A collaborative leader with a growth mindset; innovative, flexible and adaptable, creative and open to new ideas, and can inspire, motivate and unify.
- A passion for education and working with school-age children.
- A person of faith whose own spiritual journey is in keeping with and supports the Episcopal identity of the School.
- Ability to understand and adapt to living and working in the unique Hill Country culture of Boerne and to build relationships in the community.



Opportunities and Challenges

- ♦ Recruit, retain, motivate, and support a high quality faculty and staff.
- ♦ Further strengthen the curriculum through innovation, attention to standards, and alignment between levels.
- ♦ Nurture a healthy relationship between the school and church.
- ♦ Maintain a sense of community and a commitment to the School's traditions and values.
- ♦ Build and sustain a strong relationship with the Board of Trustees and assist in its efforts to enhance its relationship with school constituents.
- ♦ Cultivate and sustain growth in the Annual Fund and endowment, as well as identify alternate revenue sources.
- ♦ Attend to the needs of the physical campus through visionary planning and the appropriate allocation of resources.
- ♦ Exercise appropriate management of school health and safety policies and standards of conduct.



How to apply

The Head of School's service will begin in June 2024.

Interested candidates should provide the following in a single PDF attachment:

- Letter of interest specifically addressing this position and school
- Resume (education and work experience)
- Statement of educational philosophy
- List of five professional references with contact information
- Letters of reference, if available, but not required

These materials should be sent to the Head of the School Board by December 1, 2023.



Board President

Rebecca Groenhuyzen

schoolboard@sthelenas.net

The School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, or any other legally protected status in the administration of its educational, admission, financial aid or employment policies, or any other programs adminis-