



St. Mark's

EPISCOPAL DAY SCHOOL



Title: Head of School

Organization: St. Mark's Episcopal Day School

Location: 2128 Barton Hills Dr., Austin, Texas, 78704

Reports to: St. Mark's Episcopal Day School Board of Directors

Start Date: June 1, 2022 (potential for earlier start date)

Mission Statement: St. Mark's Episcopal Day School provides a safe, nurturing, and joyous community for children to experience and develop compassion, empathy, and creativity; to learn about and engage with the natural world; and to build a foundation for a life-long love of learning.

Who You Are: You have a passion for early childhood education and working in an all-around inclusive, happy

place. You appreciate life in Austin and being surrounded by nature in one of the city's most desirable, thriving neighborhoods. Adaptability as a multi-disciplined business leader will be a key strength. Ultimately, you will be a positive thinking *do-er*, leveraging our community, where you will thrive as both a leader and teammate.

Who We Are: We are an SAES accredited, non-profit day school, nurturing children, ages 2-5, since 1963. Our teachers, who range from 3 to 23 years' experience at the school, are the jewels of our school and know all students and many parents by name. Several have taught our play-based curriculum to generations of families.

Our children learn in the classroom as well as on the playground originally designed by Dr. Joe Frost, a renowned leader in children's outdoor play. The playground is tucked along a hiking trail on Austin's coveted "Green Belt" in Barton Hills.

As part of the ministry of St. Mark's Episcopal Church, we strive to live and to teach with an Episcopalian identity, which includes age appropriate Chapel and Godly-Play, inclusivity, and exemplary education. First opening our doors in 1963, our school nurtures and educates children from 2-5 years of age. We are primarily play based and feel strongly that children learn best through play. We value appropriate developmental academic readiness while also nurturing and encouraging creativity, curiosity, and social emotional development. Beyond our morning preschool program, children may participate in our extended care program which currently includes enrichment opportunities such as science, yoga, and world exploration.

St. Mark's Episcopal Day School is a cherished part of the Barton Hills and Zilker neighborhoods, though enrolled families drive in from all over the city to attend. Graduates of St. Mark's enroll in neighborhood and private schools around the city.

Our St. Mark's family is a vibrant, welcoming, close-knit community with active parent volunteers who assist with fundraising, campus improvement and general community building. We have an annual parent workday to help maintain our beloved playground and school; our parents gather monthly for coffee and breakfast tacos after drop-off; and we wave at each other in the parking lot.



St. Mark's Episcopal Day School at a Glance:

- Enrollment capacity: 105 students
- Serving children ages 2-5: 2 year olds (2, 3, & 5 day options), 3 year olds (5 days), and pre-K (5 days)
- Seven classrooms
- 16 faculty and 3 staff
- Regular school hours: 8:30 am – 12:30 pm, August - May
- Extended care hours: 12:45 pm - 3:45 pm, Monday - Friday
- Six-week summer camp - June & July
- Mascot: Griffin
- Website: <http://stmarksdayschoolaustin.org>

Summary of the Role

Four Levels of Accountability: 1) Students and School, 2) Finance and Operation, 3) Human Resources, 4) Parents and Community

The full-time, year-round Head of School (HOS) is responsible for administration of the Day School program, including faculty and staff, curriculum, enrollment and student safety and development. She/he oversees day-to-day operation of the school including maintaining a harmonious and efficient work environment. The HOS is a financial/operational manager and steward of the Day School campus who works collaboratively with St. Mark's Episcopal Church to fulfill the school's Episcopal mission. She/he is a manager and mentor to our outstanding faculty. The HOS embodies the mission and vision of the school and represents the Day School in the community.

1) Students and School

- Continually monitor and enhance a quality, age-appropriate program for the school; evaluate and enhance the program as necessary
- Maintain, manage and oversee SAES accreditation and state licensing cycles
- Maintain Episcopal identity through school curriculum and events
- Develop, revise and administer effective Day School policies and procedures as set by the board of directors. Implement strategic direction.
- Complete at least 30 hours of professional development annually including infant/child CPR and First Aid

2) Finance and Operations

- Financial management
 - o Oversee the budget and finance processes of the Day School
 - o Work with the Finance Manager, Finance Committee and board to develop an annual budget and set tuition
- Oversee enrollment and record-keeping in conjunction with Office Manager
 - o Maintain student enrollment
 - o Maintain enrollment records, including prospective/alumni families
 - o Maintain other documents including student files, personnel records, staff continuing education hours, attendance records, health, and parent contact records, and communication to appropriate agencies
- Facility management
 - o Assure maintenance and sanitation of the facility
 - o Oversee equipment and supply purchasing
 - o Proactively plan for facility improvements on campus
 - o Work collaboratively with church leadership to plan and care for shared spaces
- Marketing and communications
 - o Oversee a suite of marketing and communications efforts for enrollment management and communication with current families, prospective families, and staff
 - o Maintain school branding and identity
- Fundraising
 - o Build a culture of philanthropy at the Day School by supporting school fundraising efforts, including annual fund and Lion's Pride event
 - o Identify emerging needs and help direct use of funds

- Report back to the community how and where donations are applied

3) Human Resources

- Staff management
 - Maintain a full and effective staff through recruitment pipeline and employment procedures, including hiring and onboarding
 - Observe teachers and conduct performance reviews to advise on their classroom leadership and curriculum implementation
 - Identify and offer professional development opportunities for staff
 - Maintain affiliation with such professional societies as would benefit the teachers and the school

4) Parents and Community

- Serve as the Day School's public figure and organizer at community events relevant to the school
- Maintain strong relationships with board, church and community, upholding the school's Episcopal identity. Develop a working relationship with the parish rector.
- Provide support and act as a liaison between staff and parents. Provide resources to parents regarding child development, education, health, and nutrition
- Maintain contacts within the community such as the local elementary schools, health department, library, etc.

Ideal candidate will have:

- Bachelor's and/or Master's Degree in early childhood development
- A minimum of three years of experience in the preschool classroom setting
- Five years or more of management and leadership experience
- Spiritual compatibility with the Day School. The applicant must be a person of faith with Episcopal affiliation preferred but not required
- Excellent written and verbal communication skills
- A community orientation and experience working with multiple stakeholders

To Apply: Submit the following by email to SMEDS.HOS.Search@gmail.com

- Letter of interest
- CV or resume
- Statement of educational philosophy (1 page)
- Statement of personal faith (1 page)
- List of four references, which includes the person's association with the candidate along with phone and email contacts

