



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: To Begin Fall Semester 2025 (with potential for earlier summer start date)

Salary: \$75k+ based on experience (full-time exempt)

Job Summary: St. Mark's seeks an ambitious and talented new Head of School to lead our beloved preschool into a new era. St. Mark's Church has

embarked on an ambitious building campaign that includes a plan for brand new school buildings. Our incoming Head of School will be responsible for managing the day-to-day operations of the school, including supervising teachers from 7 classrooms, an admin staff, and an annual budget of approximately \$1.2M; this individual will also take a leadership role in the design of the new school buildings and classrooms. Given our location in Austin and our particularly beautiful piece of greenbelt property, St. Mark's is aiming to build something extraordinary. This is a unique opportunity for the right person to help create the most beautiful preschool campus in Austin while maintaining and expanding our already excellent reputation for play-based education for young children.

Who You Are: You have experience in early childhood education and working in an all-around inclusive, happy place. You are a member of a local church, ideally an Episcopal one, even more ideally of St. Mark's! You appreciate life in Austin and being surrounded by nature in one of the city's most desirable, thriving neighborhoods. You are a natural leader and competent administrator. You have experience supervising staff. 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. In this role, you will be a mentor to teachers, the face of an institution, and a trusted ally of parents.

Who We Are: We are a parish school of St. Mark's Episcopal Church, situated on eight acres of pristine greenbelt property in central Austin; 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 our outsized woodland playground originally designed by Dr. Joe Frost, a renowned leader in children's outdoor play. It is safely tucked between buildings and in our view, is the best preschool playground in Austin.

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. Our curriculum is primarily play-base; 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 events. 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.

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.



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

- Enrollment capacity: 105 students
- Serves children ages 2-5 years old
 - 2 year olds: 2, 3, and 5 day options
 - 3 year olds and Pre-K: 5 day
- Seven Classrooms
- 2 teachers per classroom (one lead, one assistant), with an additional 4 floaters to support teaching staff daily
- Office staff of 4, including Head of School
- Regular school hours: 8:30am-12:30pm, August through May
- Early Care offered from 7:45am-8:30am, Monday- Friday
- Extended care hours: 12:45 pm-3:45 pm, Monday-Friday
- Six Weeks of summer camps offered: June & July
- Mascot: Griffin

Website: <http://stmarksdayschoolaustin.org>

Instagram @StMarksDaySchoolAustin

Facebook: St Mark's Episcopal Day School



Job Description

Five Levels of Accountability:

- 1) Students and School
- 2) Cooperation With St. Mark's Church
- 3) Supervising Staff
- 4) Parents and Community
- 5) Finance and Operation

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, supportive, 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, developmentally-appropriate program and curriculum for the school; evaluate and enhance the program as necessary;
- assess the effectiveness of the School's operations, programs, and curriculum and ensure that the necessary actions are taken to submit mandatory reports and maintain SAES accreditation status, as well as State of Texas childcare licensing requirements;
- develop, revise, and administer effective Day School policies and procedures as set by the Board of Directors;

- oversee and guide student progress, oversee all student discipline and liaise with parents on all student issues;
- attend meetings of the Board of Trustees; serving as an ex-officio, non-voting member of the Board of Trustees and of any committee requested by the Board of Trustees;
- be responsible to the Board of Trustees for the proper implementation of the Board of Trustees' policies, orders and resolutions;
- provide support for the implementation of the School's strategic plan; implement recommendation of SAES in the accreditation 2023 report;
- perform any other duties that may be necessary to the best interest of the School or assigned from time to time by the Board of Trustees;
- make all admission decisions with the Church's Rector, as applicable, in accordance with the policies and procedures adopted by the Board of Trustees;
- Complete at least 30 hours of professional development annually including infant/child CPR and First Aid;

2) Cooperation With St. Mark's Church

- understand the canonical structure of the Episcopal Church and establish a good working relationship with the Rector of St. Mark's Church (the "Church");
- provide the necessary support to the Church's Rector and staff as they lead regular, age-appropriate chapel services;
- participate in School-related meetings and special events as well as Church staff meetings (when requested by the Board of Trustees, the Church vestry or the Church rector);
- The HOS will serve at the invitation of the Rector on building committee(s) for the future renovations and construction of the church and school campus.

3) Supervising Staff

- select, employ, train, supervise, support, and discharge all faculty and staff. Recommend and implement appropriate personnel policies and procedures;
- Observe teachers and conduct performance regular 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. as beneficial to the school;

5) 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 under the supervision of the Church Vestry
 - o Work collaboratively with church leadership to plan and care and use of church / school 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
 - o Report back to the community how and where donations are applied

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

