



# St. Mark's Cathedral School

Episcopal | Age 2 - 8th Grade | Shreveport, LA

Established in 1953, St. Mark's Cathedral School serves approximately 310 students from Preschool 2 through grade eight. As the largest ministry of St. Mark's Cathedral, the school is an extension of the church's mission – "to love and serve the world for Christ." St. Mark's seeks to help its students, regardless of religious affiliation, realize their potential and become self-confident educationally, socially, and spiritually. The school's strong curriculum, coupled with small class sizes and age-appropriate worship and religion classes for all students, provides a nurturing environment for each student's heart and mind.

St. Mark's Cathedral School in Shreveport, LA, seeks a collaborative, spirited, visionary Early Childhood Director who will animate our mission, introduce innovative ideas, work collaboratively with faculty, and embrace the school's Episcopal identity. Duties commence in July of 2024.

Reporting to the Head of School, the Early Childhood Director will be responsible for the daily operations and schedule of the division, which consists of Pre-School 2 through Kindergarten. St. Mark's Cathedral School's next Early Childhood Director will oversee one licensed center, Preschool twos, as well as the school's SAES-accredited PS3, Pre-K4, and Kindergarten. The Early Childhood Director will evaluate and implement the division's curriculum. He or she will provide necessary support, administrative assistance, and guidance to Little School teachers and assist the Head of School in the evaluation and hiring of Little School faculty. In addition, the Director will coordinate with other division directors and the Head of School in the planning of special events and schedules for the Little School and will assist with admissions tours and assessments for students entering the division. The Early Childhood Director will work closely with the admissions office and will be considered an admissions associate.

## Qualification Requirements

- A love for early childhood education and passion to lead eager adults.
- Bachelor's degree in education or closely related field; master's degree preferred.
- Meets the Director qualifications as outlined in the [Louisiana Department of Education Bulletin 137, Section 1709](#).
- Three years of experience working in a licensed child care center.
- Five plus years of teaching experience or teacher leadership.
- Two years of experience as an administrator preferred, ideally in an accredited independent school.
- Expertise in child development, early childhood education, and supporting diverse student needs.
- Ability to develop and maintain active, positive, and productive relationships with all stakeholders in the community.
- Adaptable management and leadership style that fits the culture and environment at St. Mark's and the Texarkana region.

- Excellent verbal and written communication skills.
- Commitment to the mission of St. Mark's Cathedral School.
- High character and integrity and dedication to following through on commitments.
- Proficiency in educational technology, especially the Google Suite and student information systems.

### **Primary Responsibilities:**

- Work closely with the Head of School to maintain a strong culture and high morale throughout the Little School learning community in accord with the school's mission and values.
- Manage the Little School budget.
- Coordinate all internal & external communications from the Little School.
- Coordinate curriculum development.
- Assume primary responsibility for the recruitment of all division teachers and staff as well as make recommendations for hire to the Head of School.
- Observe, support, and evaluate all teaching faculty.
- Work in committee to decide the nature, scope, and distribution of professional development funds and programs.
- Develop, communicate and implement a vision for the Little School based on best practices in early childhood education.
- Partner with the Head of School on the orientation, mentorship, training, evaluation, growth and support of all Little School teachers.
- Guide and support Little School faculty with classroom management, instructional practices, student and parent relationships, curriculum development, assessment and reporting of student progress.
- Be a warm, accessible and consistent presence in Little School classrooms.
- Develop and implement a Little School calendar and schedule that best supports the learning and developmental needs of young learners.
- Build and sustain positive partnerships with current and prospective Little School parents.
- Serve as a member of the Admissions team by reading applicant files, leading, supporting, and participating in group discovery days and making admissions recommendations.

### **Licensing**

- Oversee and ensure that all regulations set forth by the licensing department of the Louisiana Department of Education, State Fire Marshal, New Orleans Fire Department and Health Department are followed. This includes during the school day, After School at St. Mark's and summer camps.
- Communicate and train faculty and staff on any changes to the regulations.

To apply, please send a cover letter and resume by February 20, 2024, to Head of School Dylan Deal: [ddeal@smc.school](mailto:ddeal@smc.school).