

Introduction to St. Andrews Episcopal School:

St. Andrew's Episcopal School "SAES" is a Montessori school serving children 1 to 6 years old in The Heights neighborhood of Houston, TX. The school is an outreach of St. Andrew's Episcopal Church, which has served the Heights community for over 100 years. Since its opening in 2001, and under the guidance of the church, SAES has built a reputation in the community for being a warm, inclusive, Montessori preschool.

The character of SAES is defined in the school's mission statement:

"We are a welcoming Episcopal, Montessori school that educates and nurtures the whole child and family with love and respect."

At SAES, the spiritual values of the Episcopal church coupled with the child-centered Montessori approach to education combine to create an atmosphere where children explore learning and friendships under the guidance of caring teachers who provide them with language, tools, and social management skills.

Both the school's member families and staff value SAES's warm and respectful environment. These qualities are evident in the relationships and interactions between staff, parents, and students.

On any given day at SAES, you will see children learning in a variety of ways: engaging in level appropriate material selected by their teachers, focusing on artwork, playing outside with friends of varying ages, helping to clean up the classroom, or enjoying class "circle time." The teachers and staff at SAES are highly engaged with the children and not only teach the Montessori Method but also demonstrate a commitment to a respectful, child-focused approach in their own behaviors and interactions with each other and with their students.

Head of School Search

St. Andrew's is seeking a new Head of School, to take over leadership of the school at the conclusion of the 2021-2022 school year.

The SAES Board is seeking a Head of School who will honor the Episcopalian and Montessori nature of the school and will respectfully and wholeheartedly manage the school's many constituents. The Head of School will not only mentor and support the school's teachers and staff, but s/he will also be a communicator and connector between the Board of Trustees, the school's parent community, the St. Andrew's Episcopal Church Staff and the school's students.

Beyond the Head of School's operational responsibilities, s/he is expected to lead while exemplifying the respect for others, trust and goodness that makes our school so wonderful. St. Andrew's is a special place, and we hope to find the special person who maintains the

spirit of the school. In short, a solid head and heart are needed as St. Andrew's Episcopal School moves into the next ten years.

Opportunities and Challenges

The role will come with its unique set of opportunities and challenges. Over the last several years, SAES, and the Heights community more broadly, have seen tremendous growth. Through the leadership of the outgoing Head of School, SAES has increased enrollment, improved and repaired facilities, expanded tuition assistance, and successfully navigated the COVID pandemic, all while maintaining high standards of education and commitment to a child-first approach.

We expect the incoming Head of School to continue this work while also coordinating with the administration and Board of Trustees to define future priorities and responsibilities. This work will include strategic planning and projects with the school board to ensure that SAES continues to evolve to meet the needs of the church community and the community at large.

The incoming Head of School will ideally have a background in Montessori education. At the very least, the new Head of School will have a general understanding of the Montessori methodology, and certainly a respect for the Montessori Method. SAES is staffed with skilled, engaged, and adored teachers who are interested in further developing the Montessori aspects of the program, so the incoming Head of School must share the goal of bolstering the Montessori part of the program.

The Head of School should be genuinely interested in understanding the needs of the teachers and skilled enough to find the right approach to connect with each individual teacher.

The Heights community has a great need for childcare. The incoming Head of School will be tasked with evaluating whether SAES is best serving the community and determining if we are on the right course or if changes need to be enacted in order to remain competitive.

In Summary

The ideal candidate for the role is someone who will always start from a place of empathy, who is focused on the school's goals, and who operates with respect for each individual and their unique contribution to the school. Additional essential qualifications include someone who:

- Is a self-starter and comfortable running the administrative aspects of a small business;
- Can provide strong support for the school's teachers and staff and maintain trusting relationships with them;
- Can communicate well with parents and other members of the community.

To Apply

Cover letter, current resume, and three references emailed to Sandi Davis, Search Committee Chair – sandimariadavis@gmail.com. Deadline is October 31, 2021

Detailed Job Description

Episcopal Identity, School Climate and Culture

- Ensure the Episcopal Identity of the school is expressed within the entire school organization
- Nurture the Episcopal Identity in the spiritual, intellectual, and socio-emotional development of all children

Governance

- Report to the board of trustees
- Ensure board policies and procedures are accurate and current
- Guide the board in goal-setting and strategic thinking

Organization and Administration

- Ensure that the school's personnel policies and operations are in compliance with applicable local, diocesan, state, and federal laws and regulations
- In keeping with the mission statement and culture, ensure that the school's employment and admissions policies and practices reflect the Episcopal tradition of respect for the dignity of every human being
- Create and maintain written policies and procedures that outline roles, responsibilities, code of conduct, operational functions, financial management systems and admissions policies
- All hiring, terminating, and supervision of all staff
- Communicate all policies and procedures (to staff, parents)
- Communicate school news and announcements via social media and other communications (newsletters, letters)
- Oversee all marketing materials
- Supervise all admissions procedures

Teaching and Learning

- Ensure that sound Montessori practices exist in each environment/classroom
- Ensure that the instructional program is developed from the school's stated mission, purposes, and objectives that reflect the educational goals and operational procedures of the school
- Consideration for the age-appropriate intellectual, social, physical, aesthetic, emotional, ethical, and spiritual development of students is systematically addressed
- Review and evaluate curriculum
- Ensure that all personnel policies and operations are in compliance with applicable local, county, parish, diocesan, state, and federal laws and regulations
- Support all faculty and staff and include them in decisions relating to the classrooms, where appropriate

Financial

- Report accurate financials to the board and finance committee
- Responsible for A/R, A/P, tuition revenue, annual giving, Gala accounting
- Create and maintain an accurate and informed budget from year to year

Facilities and Safety

- Oversee and confirm up-to-date crisis management plan
- Oversee all drills according to requirements by the state.
- Maintain appropriate policies and implement relevant programs and training to assure the physical and emotional safety and well-being of children, employees, and the general school community.