



Head of School Position

The School Board of St. James Episcopal School, its Head of School Search Committee and St. James Episcopal Church are pleased to announce the search for a new Head of School, assuming duties for the 2021-2022 school year. St. James Episcopal School is located in Del Rio, Texas and is currently in its 65th year as an Episcopal, co-educational school. The school has a current enrollment of approximately 117 students in grades Pre-K (3s) through the 5th grade.

Mission Statement of St. James School

Students at St. James Episcopal School develop high academic skills in a safe, nurturing, Christian environment.

History and Overview of St. James School

A wonderful history and overview of the staff and academic programs can be found at the school's website, www.sjesdelrio.org.

Head of School Profile

St. James Episcopal School seeks a Head of School who has...

Values:

- Christian who enjoys sharing their faith
- Person of integrity; fosters a high level of trust school-wide
- Core value of beliefs and educational philosophy consistent with the mission of St. James School
- Understands and supports St. James School's Episcopal identity

Leadership Qualities:

- Furthers the mission and vision of St. James School in Del Rio and surrounding communities
- Commitment to high quality curriculum, academic excellence and character-building
- Ability to administer school policies and procedures effectively, including implementing and supporting the school-wide behavior program
- Ability to lead, supervise, support and develop faculty
- Partner with the Rector of St. James Church in the development of the spiritual focus of the school

- Focus on innovative learning and teaching, including technology upgrades and long term planning
- Responsible steward of finances and school assets to ensure stability and healthy growth
- Embrace our culture of diversity, inclusion and strong sense of community

Education and Experience

- Bachelor's degree, Master's degree preferred
- Teaching experience a plus
- Knowledgeable in areas of child development, focus on preschool and elementary ages
- Business acumen with focus on budgeting, financial review, admissions and marketing

Additional Characteristics

- A visionary with a strategic skill set and positive and energetic personality
- Demonstrates ability to initiate and build programs
- Communicates easily and well in both speaking and writing
- Shows strong, decisive managerial skills
- Is a committed team player
- Models and mentors others in spiritual growth
- Works well with students, parents, faculty, board, church leaders, alumni and the community at large
- Is comfortable playing a significant role in fundraising and grant sourcing
- Fosters firm behavioral standards in a kind and loving environment
- Upholds high standards of confidentiality
- Balances confidence with humility

Interested candidates should submit, either by mail or electronically, the following materials

- Cover letter explaining their interest, qualifications and goals for the position
- Current resume, including a statement of educational philosophy
- Spiritual autobiography
- Three professional and one personal reference, including contact information

If submitting electronically, please include "Head of School Application" in the subject line of the email.

Contact Information:

Head of School Search Committee
 St. James Episcopal School
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