

St. Mark's Episcopal Day School Austin, Tx.

St. Mark's Episcopal Day School, located in Austin, Tx, is accepting applications for 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.

Responsibilities:

Facet 1: Student/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 license
- 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 pediatric CPR

Facet 2: Finance and Operations

- Financial management
 - Oversee the budget and finance processes of the Day School
 - Work with the Finance Manager, Finance Committee and board to develop an annual budget and set tuition
- Enrollment management and record-keeping
 - Maintain student enrollment
 - Maintain enrollment records, including prospective/alumni families
 - 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
 - Assure maintenance and sanitation of the facility.
 - Oversee equipment and supply purchasing
 - Proactively plan for facility improvements on campus
 - Work collaboratively with church leadership to plan and care for shared spaces
- Marketing and communications

- Oversee a suite of marketing and communications efforts for enrollment management and communication with current families, prospective families, and staff
- Maintain school branding and identity
- Fundraising
 - Build a culture of philanthropy at the Day School by supporting school fundraising efforts, including annual fund and Lion's Pride silent auction
 - Identify emerging needs and help direct use of funds

Facet 3: Human Resources

- Staff management
 - Maintain a full and effective staff through recruitment pipeline and employment procedure.
 - 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.

Facet 4: Parent/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.

Education and Experience:

- Bachelor and/or Master's Degree in early childhood development
- A minimum of three years of experience in the preschool classroom setting
- Three 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 HOSsearch.stmarks.austin@gmail.com addressed to Laura Mishkin, search committee co-chair

- 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