

St. Francis Episcopal Day School

Houston, Texas

sfedshouston.org

Head of Primary School

St. Francis Episcopal Day School is a coed, college-preparatory parish day school enrolling 807 students starting at 18 month to 8th grade. St. Francis is a school of the Episcopal Diocese of Texas and is located in the Piney Point Village in Houston, Texas. Supportive parents, experienced and engaged faculty, and bright children are hallmarks of this school known for its warm, family feel, and calm, purposeful atmosphere.

The Head of Primary School is responsible for creating an educational environment that supports and gives meaning to the School's educational mission and its Episcopal identity. The Head of Primary School serves as the administrative and academic leader of the Primary School with approximately 176 students from 18 months to 5 years old and is supported by an Administrative Assistant, an Assistant Head of Primary School, and a Director of School Counseling. The Head of Primary School reports to the Head of School and provides instructional and administrative leadership to approximately 31 highly talented faculty and staff.

The Head of Primary School is responsible for the supervision, evaluation and development of Primary School faculty and administrative staff, and works closely with other administrators and department chairs in the oversight of curriculum and other programming. The Head of Primary School is expected to develop relationships and communicate effectively with parents. The Head of Primary School serves on several school-wide committees and collaborates with other senior administrators in the formulation and implementation of school policy and procedures.

The Head of Primary School sets the tone for the division reflecting high professional standards, honesty, integrity, and a demonstrated commitment to excellence in independent school education in preparing young men and women for the challenges of future leadership.

The successful candidate will have a strong background in elementary education, display confidence and sensitivity in leading faculty, and possess insight about current curriculum and early childhood pedagogical issues. A proven administrative or department leader with the vision, decisiveness, and organizational and interpersonal skills for working with a dynamic faculty. The candidate will be a master teacher with excellent written and oral communication skills who has experience working with primary school students. This person possesses an excellent academic background with an advanced degree, is technologically literate, experience managing budgets and experience with daycare licensing. Strong organizational and communication skills and genuine affection for the primary school age group are also requisites to the position.

Application Procedures: Email submission (services@educationgroup.com) of a cover letter of interest, resume, educational philosophy and list of 3 references with contact information including email to:

The Education Group
Mary Kesler/Allison Lorimer
5952 Royal Ln, Suite 161
Dallas, TX 75230
800-369-9102
www.educationgroup.com

St. Francis is an equal opportunity employer