

St. Francis Episcopal Day School

Houston, Texas

sfedshouston.org

Head of Middle 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 alert children are hallmarks of this school known for its warm, family feel, and calm, purposeful atmosphere.

The Head of Middle 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 Middle School serves as the administrative and academic leader of the Middle School with approximately 317 students in grades 5-8 and is supported by an Administrative Assistant, an Assistant Head of Middle School, and a Director of School Counseling. The Head of Middle School reports to the Head of School and provides instructional and administrative leadership to approximately 39 highly talented faculty and staff.

The Head of Middle School is responsible for the supervision, evaluation and development of Middle School faculty, coaches and administrative staff, and works closely with other administrators and department chairs in the oversight of curriculum and other programming. The Head of Middle School is expected to develop relationships and communicate effectively with parents. The Head of Middle 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 Middle 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 be 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 middle school students. This person possesses an excellent academic background with an advanced degree, is technologically literate, and has experience managing budgets. Strong organizational and communication skills and genuine affection for the middle 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:

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St. Francis is an equal opportunity employer

