



St. Stephen's Episcopal School

Austin, Texas

Head of the Upper School

July 1, 2008

St. Stephen's Episcopal School, founded in 1950, is a coed, independent boarding/day school enrolling 650 students in grades 6-12. St. Stephen's is a school of the Episcopal Diocese of Texas and is located on a beautiful, 370-acre Hill Country campus in suburban Austin, Texas.

The Head of the Upper School reports directly to the Head of School and 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 the Upper School serves as the administrative and academic leader of the Upper School (459 students in grades 9-12, 33% boarding), with primary responsibility for the daily management of the academic, extracurricular, and residential programs.

The Head of the Upper School is responsible for the supervision, evaluation and development of Upper 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 the Upper School lives on campus and participates in the residential life program, and has oversight of student support programs. Additionally, the Head of Upper School is expected to develop relationships and communicate effectively with parents. The Head of the Upper 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 the Upper 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 high school students as well as residential life programs. This person possesses an excellent academic background with an advanced degree, is technologically literate, and has experience managing budgets.

Equal access to programs, services, and employment is available to all candidates.

Candidates should send a cover letter, resume, personal statement, transcripts, and five (5) letters of reference and reference contact information to:

The Education Group

5952 Royal Lane, Suite 161

Dallas, Texas 75230

E-mail submissions preferred: services@educationgroup.com

Website: www.educationgroup.com

Application Deadline: January 7, 2008

