

St Mary's Episcopal School
Edmond, Oklahoma
Head of School
Job Description

The Head of School is the sole employee of the Board of Trustees and serves as the chief administrator, educational leader, and community leader who ensures that all members of St. Mary's Episcopal School (SMES) are known and respected. The head of school embodies, communicates, and champions the mission of the school reflected in "The St. Mary's Way" while helping the community grow and thrive into the future. The head has overall responsibility for the management of the school and is steward of the St. Mary's community. The head is also the school's visionary leader and the principal spokesperson to all the school's constituents. The head works closely and collaboratively with the school's Board of Trustees and the Rector of St. Mary's Episcopal Church. The Head in collaboration with the Board Chair and Rector are responsible for leading the strategic planning process and leads and directs the school's administrative team to accomplish stated goals in the School's strategic plan to achieve the school's mission and vision.

For the next Head of SMES, the board is seeking an individual with:

- Exceptional communication, collaboration, and interpersonal skills, warmth and sense of humor, and the executive presence to inspire the confidence and trust of the leadership team, faculty, students, parents, and greater SMES community.
- The energy, engagement, and enthusiasm to lead and participate in all the community activity that not only advances the SMES mission and values, but also allows the Head to create a culture of philanthropy for the school.
- The knowledge, experience, skills, and talent to lead and mentor the faculty, manage the school's daily life, lead the administrative team, and be this independent, Episcopal, school's community leader.
- The ability to lead innovative strategic planning for the school and the fortitude, confidence, and charisma to carry out and achieve the strategic goals in consort with the board.

The operational and management duties of this position include:

- Work closely with the Board of Trustees; communicate clearly and timely on matters impacting the school; function as an *ex-officio* member of all standing committees and participate in their meeting; and aid in setting agenda.
- Oversee the implementation of the School's Board-approved strategic plan.
- Maintain effective communication and positive relationship with the SMES Church, Rector, and Vestry. Understand the SMES is a mission of St. Mary's Episcopal Church and establish a collegial and collaborative relationship with the Rector in order that the Head knows what hopes the Church has for the school and for the Rector to appreciate the school's priorities as an academic institution. Ensure that the Episcopal identity of the school remains a priority in the school's mission and community life.

- Pursuant to the Board-approved budget, and as otherwise authorized by the Board, provide final approval for financial affairs, including the management of the operational budget and specifically management and use of scholarships, financial aid, tuition remission, tuition, annual fund, and other revenue and expense line items. Manage the faculty/staff compensation and contracts.
- Ensure that appropriate accounting systems and internal controls are in place and maintained and provide regular financial reports to the Board of all funds, assets, and liabilities of the school and all income and expenditures (including recommending capital expenditures and other reports pertaining to its financial operations).
- Responsibility and authority to conduct the day-to-day operations of the school.
- Implement the School's policies and procedures, order, resolutions, and by-laws. Recommend appropriate personnel policies and procedures and update annually with guidance from a human resources specialist.
- Determine the school's organizational structure and ensure that the right people are hired, evaluated, and retained for the right positions and supported in their growth and professional development.
- Oversee the admissions process, attract new families, retain current families, educate parents about the School's Episcopal identity and the value of attending SMES.
- Practice continual growth and improvement of curriculum and pedagogy with the faculty and staff, provide leadership and support for the development and implementation of new curricular components and programs.
- Ensure that the school provides a safe environment, that campus-wide facilities and grounds are well-maintained, and that its technology is continually upgraded to be reflect best practices for schools of SMES size and resources. Provide the necessary reports regarding the School's physical property.
- Ensure that the school maintains its Southwestern Association of Episcopal Schools (SAES) accreditation status by complying with SAES standards and responsive to SAES overarching recommendations and the continued certification of Commission of Episcopal Schools (CES), and that of Oklahoma Private Schools Accrediting Commission (OPSAC).
- Participate in school-related meetings and special events.
- Report to, and serve as ex-officio, non-voting member of, the Board of Directors

The successful candidate for this position will possess the following skills and qualities:

- Takes great joy in the company of children
- Delights in being out and about on campus visiting classes, visiting with parents on the sidewalk, talking shop with teachers in their classrooms.
- Knowledgeable and experienced in social emotional learning and can mentor teachers in helping students find joy in learning
- Ability to recognize, embrace, and implement best-practices to help children achieve high academic standards that will best prepare them to thrive beyond SMES
- A careful empathetic listener and life-long learner who possesses a growth mindset and eagerness to explore new ideas and approaches.

The following are required qualifications for this position:

- Minimum of 5-years teaching and leading in a Preschool and or k-5 school
- Master's degree in an applicable field
- Experience in, or appreciation for Episcopal schools preferred

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- Experience in, or appreciation for, Episcopal schools and Episcopal identity.