



# Assistant Head of School for Student Experience

July 1, 2022

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**Saint Mary's School**

900 Hillsborough Street

Raleigh, North Carolina 27603

[www.sms.edu](http://www.sms.edu)



The  
Education  
Group

The Assistant Head of School for Student Experience will be an essential member of Saint Mary's leadership team. As the face of all elements of the student experience, the Assistant Head is charged with the comprehensive responsibility of all curricular development and non-curricular activities involving students and faculty at St Mary's. This person will function as chief spokesperson of the school's mission, programs, activities, and the residential and student life administration following Saint Mary's mission: *to educate girls for college and life.*

The Assistant Head of School reports directly to the Head of School and will act as the educational leader of the school, responsible for its day-to-day operations including academics, technology, athletics, communication, discipline, faculty and residential staff performance. The Assistant Head is charged with cultivating Saint Mary's strong sense of community and culture in which all know they belong and are respected, challenged and supported.

This is a residential, twelve-month position and as such the Assistant Head of School for Student Experience will be expected to maintain a campus residence and presence to attend a supervisory role throughout the school term, including during weekends.



Saint Mary's School is situated on an historic, leafy 23-acre residential campus in the heart of North Carolina's capital city of Raleigh. Founded in 1842 under the auspices of the Episcopal Church, the school is the oldest continuously operating school in Raleigh. As a college-preparatory boarding and day school serving 300 girls in grades 9-12, its mission is to prepare girls for college and life by immersing students in a dynamic learning environment through personal achievement, honor, community and heritage.

Saint Mary's program focuses on developing key competencies through critical thinking, collaboration, media literacy, innovative electives, a vital seminar program, AP classes, rich arts and sports programs as well as opportunities for real world experiences. In keeping with their Episcopal identity, Saint Mary's guides young women to develop their spiritual and ethical integrity in a community atmosphere of diversity, equity, inclusivity and belonging.

Raleigh is the capital of the state of North Carolina and one of the fastest-growing cities in the country. Home to North Carolina State University, Raleigh is part of the dynamic Research Triangle, together with Durham and Chapel Hill, known for jobs in the fields of science and technology.

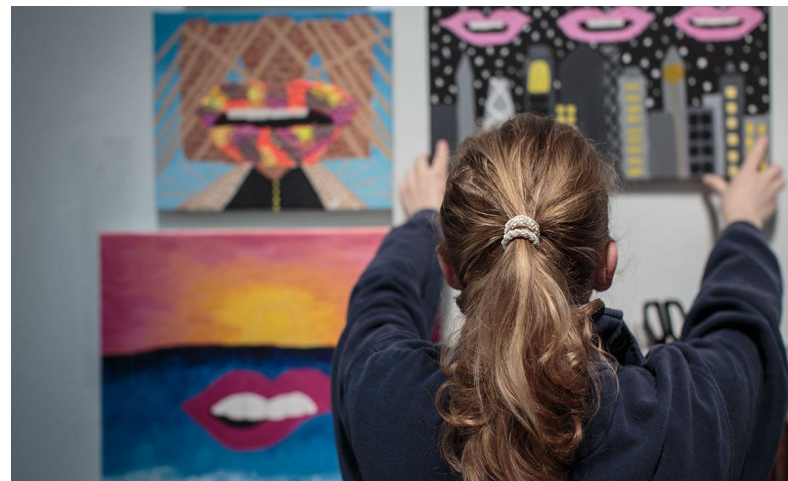
The "City of Oaks" is known for its quality of life, with a favorable business and outstanding educational climate; a variety of cultural experiences in the arts, museums and performing arts exhibitions, music and festivals; professional and collegiate sports teams; the "city in a park" offers over 10,000 acres of outdoor recreational experiences including two state parks; gardens and arboretums; fine dining and shopping locales as well as Raleigh's eight Historic Districts.



### Primary Responsibilities

The new Assistant Head of School will be challenged to:

- Maintain congruency between the school's board-approved mission statement and all activities of the school.
- Oversee the academic and student life administration of the school.
- Lead, develop, and sustain a comprehensive student and residential life program that is aligned with the school's mission and achieves the school's strategic plan and vision.
- Oversee student discipline and serve as the School's communicator with students, parents, faculty and staff regarding student discipline.
- Direct the management, leadership, training and professional development of student life and residential life staff and faculty in accordance with best practices in independent boarding schools.
- Oversee the academic use of technology including curricular integration, learning management system, and student information system as it pertains to integration.
- Guide and advise the residential life programs in conjunction with the residential life team.
- Act as the educational leader of the school, responsible for its day-to-day operation.



**The new Assistant Head of School will be challenged to:**

- Function as a chief spokesperson of the school's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed and cognizant of their individual roles.
- Be a visible presence in all areas of the school.
- Be knowledgeable and able to articulate advances and trends in pedagogy and education.
- Coordinate the academic policies/curriculum committee in the articulation of the school mission, school goals, department goals, course objectives, materials, methods, and means of assessment.
- Observe, supervise, and help assess faculty and staff performance.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of student facing faculty and staff.
- Conduct regular meetings with faculty and student life staff that will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- Work toward a resolution of all problems – both routine and unique – as they arise.



## Professional and Personal Qualifications

The successful candidate will exhibit the following:

- Bachelor's degree, Master's degree in education or school administration preferred and a minimum of seven (7) years of experience in education, including classroom teaching
- Possess an understanding of, interest in and passion for girls' education, how they learn, interact and succeed
- Proven track record of working collaboratively in educational leadership
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of students of the particular division
- Effective communication, interpersonal and management skills
- Exceptional written and oral communication skills, as well as presentation skills, and an inclination to contribute to high-level decisions
- Willingness to support the school and its leadership at all times
- Knowledge of boarding school culture
- A commitment to Saint Mary's School mission



# How to Apply

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Prospective candidates should send the following materials in a single PDF document to the search consultant. Candidates will be evaluated as materials received:

- Letter of interest specifically addressing this position and school
- Resume (education and work experience)
- Statement of educational philosophy
- List of five professional references with contact information
- Letters of reference, if available, but not required



**Katherine Moncure Stuart**  
[katherine@educationgroup.com](mailto:katherine@educationgroup.com)

**434.989.7054**

For more information about Saint Mary's School, please visit <https://www.sms.edu/>

*Saint Mary's School is a drug-free workplace. A background check satisfactory to the school is required.*

*Saint Mary's School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*