



## **SEARCH FOR NEW HEAD OF SCHOOL**

St. Paul's Episcopal Preschool (SPEP) seeks a new Head of School to begin June 1, 2021. The Head position is a 12-month, full-time (40 hours/week) position, and includes a competitive salary, health insurance, pension, and parking.

St. Paul's Episcopal Preschool (SPEP), located in the heart of Old Town Alexandria, Virginia, is a ministry of St. Paul's Episcopal Church serving children 18 months through 5 years old. Through a developmentally appropriate play-based and literacy-rich curriculum, SPEP seeks to promote a child's full potential – emotionally, socially, academically, physically, and spiritually.

## **MISSION**

SPEP educates young children, creates community among families, school, and church, and honors and nurtures children in the Episcopal tradition.

## **GUIDING PRINCIPLES**

- **Child-Focused:** Strive for excellent and creative teaching to meet children's needs.
- **Diversity:** Welcome all children regardless of race, religion, gender, socio-economic status and cultural background.
- **Teacher Support:** Create an environment that promotes mutual respect, trust, faith, and the continuing development of the professional staff.
- **Teamwork:** Collaborate to achieve optimal goals for children and faculty.
- **Renewal:** Open to new ideas and ways to improve.
- **Management:** Manage with integrity and respect for one another.
- **Communications:** Engage in communications that are honest, clear, and timely.
- **Ethical Behavior:** Uphold ethical and moral behavior in all aspects of SPEP.
- **Episcopal Identity:** Nurtures children in the Episcopal tradition and works for the spiritual growth of children through weekly chapel, sacred stories, and advancing values of love, dignity, and service.
- **Building Relationships:** Form and strengthen community with and among parents, teachers, parish, and board.

## **CAMPUS DESCRIPTION**

In the heart of beautiful and historic Old Town Alexandria, Virginia, SPEP is a ministry of St. Paul's Episcopal Church and is part of its urban campus. This 3,000 member parish was founded in 1809. The school, parish hall and offices, and open courtyard/playground occupy the area and buildings immediately adjacent to the historic church. The school occupies two floors of a bright and well-maintained three-story building and has access to the large and open parish hall and church for all-school events.



## **POSITION DESCRIPTION**

SPEP is seeking a dynamic and passionate leader who will guide the school in its mission to educate and nurture young children, serve families, and create a vibrant and engaging faculty environment. The Head of School will be charged with enthusiastically fostering a community where everyone – parents, faculty, and parishioners – participates in the intellectual, social, spiritual and emotional development of young children.

Although SPEP itself was founded in just 2020, St. Paul's Episcopal Church has supported early childhood education programs for more than 70 years. This year, SPEP has been led by an Interim Head who presided over the unification of two previously separate programs -- one for children ages 3 through 5, and one for children 18 months through 3 years old.

We are now seeking a permanent Head of School who will continue the work of integrating and building community and connections between and among families, teachers, and programs, and between the school and church communities.

The school currently operates September through June from 9:00 am to 12 pm, but we would like to identify ways to expand programs to fill needs of parents and families.

### **Responsibilities include:**

- Managing daily operations and activities including hiring and supervising staff, curriculum, financials, budgeting, marketing, recruiting, admissions, facilities, policies, and licensing.
- Leading and inspiring the faculty to innovate in the classroom, strive for continued personal and professional growth and development, and build on successful programs.
- Reviewing and refining the age-appropriate curriculum and guiding teachers in its implementation.
- Developing and implementing programs to promote SPEP to attract and retain a diverse student body.
- Collaborating with faculty, parents, and the parish to evaluate, improve, and strategically plan for the school based on best practices in early education.
- Partnering with the Rector and other parish leaders to assure strong, mutually supportive, collegial and healthy relationships.
- Working closely with the SPEP Board of Directors to cultivate relationships in support of development efforts to enhance current and future programs.
- Infusing the SPEP community with a love of God and sustaining Christian values in the Episcopal tradition.
- Maintain a ministry of presence in the church as well as the school.
- Continue to build the school into a cohesive and integrated program.



## **QUALIFICATIONS**

### **A successful candidate will possess the following qualifications:**

- Bachelor's Degree in a relevant discipline, or commensurate experience; Master's degree or higher in a relevant discipline preferred.
- Experience in teaching and/or administration of a preschool preferred.
- Proven ability to lead and manage diverse teams and the supporting financial resources.
- Strong communication skills – written and oral – with experience speaking to a variety of audiences.
- Able to communicate a compelling and inspiring vision and provide motivation to constituents towards this vision.
- A non-anxious presence, skilled in change management and transition.
- Experience being strategic, collaborative, and genuine with various audiences.
- Enthusiastically committed to the Episcopal tradition, which includes weekly chapel (using Godly Play and other curricula) led by a chaplain.

## **APPLICATION PROCEDURE**

Interested candidates are encouraged to apply as soon as possible - but no later than January 31, 2021. (The review of files will begin as soon as applications are received. In the event an outstanding applicant is identified early in the search process, SPEP may make a selection before the deadline mentioned above and bring the search to a close.)

### **Please submit your application materials based on the following criteria:**

- An introductory letter explaining your strengths as a candidate and why you are interested in this position.
- A current résumé.
- A one-page statement discussing your leadership style and educational philosophy.
- The names, current email addresses, telephone numbers, and positions of at least three confidential references, including at least one supervisor, one peer/colleague and one direct report.

Submit application materials, and any questions to [search@stpaulsalexandria.com](mailto:search@stpaulsalexandria.com).