



ASSISTANT HEAD OF SCHOOL EFFECTIVE - JUNE/JULY 2021

St. Luke's Episcopal School (SLES) is an independent, Episcopal day school that offers a balanced approach to learning in an academic and spiritual environment to approximately 220 students in early childhood through 8th grade.

The SLES faculty embodies the values of academic excellence, an authentic spiritual community, and strong character building. We focus on meeting the social and emotional needs of our students and understand that it takes both strength of mind and heart to live with integrity, to find one's passions, and to create meaningful change in the world. We believe that students learn to their potential when they are inspired. With rich content and an emphasis on student-centered programming, students are empowered and encouraged to be active and engaged learners. Our teachers provide an education that is both challenging and supportive. As an Episcopal School, our teachers embrace spiritual inspiration. They work to consistently draw connections through expertise, responsiveness, and deep knowledge and commitment to our unique Episcopal identity. They work to ensure that students become active and curious learners – and are compassionate and courageous citizens fully prepared for future endeavors and challenges.

POSITION OVERVIEW

The Assistant Head of School leads, supports, and advances the school's mission, students and faculty. This critical position is a key member of the administrative team and reports directly to the Head of School. The start date for this position is June/July 2021.

RESPONSIBILITIES AND EXPECTATIONS

Primary Expectations:

- Oversees the academic, day-to-day operation of the school, ensuring congruity of programs and promotion of an innovative learning environment
- Works with teachers to plan, schedule, monitor, and promote a strong curriculum that appropriately emphasizes student growth, achievement, and development
- Serves as a lead with faculty on all student academic and social-emotional development by promoting a healthy environment for learning, support, challenge, and growth
- Oversees programming for character development and student discipline as well as provides instructional notes and student accommodations
- Works in partnership with the Technology Department to problem-solve technology issues, ensure software upgrades/updates, and device maintenance
- Serves as point of contact and oversees school's database system (Renweb)
- Sits on the Admissions Committee to review incoming applications

- Works closely with the Athletic Director for strategic planning, programming, and scheduling of games

Expectations in Collaboration with the Head of School:

- Serves as a key supervisor of faculty and staff, providing formal and informal observations and feedback to the faculty and staff
- Serves as the chief liaison between parents and the school, fostering healthy communication between home and school
- Manages faculty training and professional development
- Serves as a lead for all diversity, equity, and inclusion initiatives and ongoing work
- Oversees the annual review of the student/ parent handbook, ensuring policies reflect the mission of the institution
- Supervises, with the support of the faculty and staff, all extracurricular and athletic programs
- Assists with the assignment and monitoring of faculty schedules and duties
- Manages the yearly scheduling of classes and standardized testing
- Serves as a strong voice and advocate for the school, promoting our mission and Episcopal identity within our community and in the greater San Antonio area
- Meet regularly with the Head of School, administrative team, and faculty
- Other duties as assigned and needed

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree (or related discipline), a teaching certificate or credential, or equivalent successful experience teaching in classroom settings. Advanced degree preferred
- Keen understanding of age-appropriate academic, physical, and social-emotional needs of children with an emphasis on early childhood and elementary pedagogy to generate new ideas, create initiatives, and provide effective implementation strategies
- Demonstrate acute competency in strong leadership skills
- Manifest an earnest, active, and ongoing commitment to increasing her/his cultural competency and to valuing and respecting the myriad cultural differences among members of the SLES community and beyond
- Have at least 3-5 full years of prior teaching/leadership experience
- Exhibit excellent communication skills both written and spoken and a highly refined work ethic
- Have the optimism, desire, and positive enthusiasm to work with faculty and students
- Demonstrates high ethical professional standards and strong interpersonal skills, including discretion, judgment, and integrity
- Sense of humor and positive attitude