

St. Mark's Episcopal Preschool

"May we teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ."

Head of School Position

Salary - \$24,000/year
Part-time - 20 hours/week

St. Mark's Episcopal Preschool is dedicated to providing a loving Christian atmosphere for children, with time for activities that acknowledge God's love. The curriculum incorporates play-based learning and utilizes play as a teaching tool in all areas of education. We provide a warm and safe environment, allowing children to learn and explore the world through play. Our main focus is on all areas of children's development: social, cognitive, emotional, spiritual and physical.

St. Mark's Preschool seeks a Head of School who embraces the educational philosophy of the school and will ensure that its mission is fulfilled. The Head of School will directly oversee licensure, staff, marketing, and grant requests. In conjunction with the Rector, they will participate in parent interactions, and in partnership with the school board, they will play a lead role in fundraising, budgeting, and strategic planning. This is an executive position, so the Head of School is not expected to teach or develop curriculum. The Head of School reports directly to the Rector. Hours are flexible, but must office on site.

Below is representative, but not exhaustive list of essential responsibilities:

Licensure and Curriculum

- Must hold and maintain a preschool director license.
- Maintain proper records and requirements with the Texas Department of Family and Protective Services
- Maintain student and employee records in accordance with established requirements.
- Review teaching director's curriculum to ensure harmonization with school mission.
- Develop professional relationships with like-missioned schools in the local area, and with Episcopal Professional Organizations (SAES and NAES).

Human Relations

- Hire and train staff according to licensure requirements, and ethos of the school.
- Office on-site.
- Keep professional compliance as required by DFPS including CPR and First Aid certifications along with the diocese of West Texas's Safeguarding God's Children certifications.
- Recruit and enroll students throughout the school year.
- Market and promote the school through direct communication with parents, social media, and printed materials.

- Meet with parents as needed to discuss child behaviors or policy violations within the classroom, and involve the Rector as needed.
- Meet regularly with the Rector, monthly with the School Board, and weekly with teachers.
- Participate in a Mutual Ministry Review with the Rector on an annual basis.

Finances

- In conjunction with school board, prepare and present annual budget to the church leadership (vestry) for approval.
- Manage the approved budget throughout the year.
- In conjunction with the school board, plan and execute at least two fundraisers.
- Track and collect tuition.
- Work with the church on shared expenses and facility improvements or repairs.
- Pursue the credentials needed to apply for Texas Rising Star grant for the 2023-2024 academic school year and any additional grants that might be a reoccurring opportunity to grow the school financially.

Strategic Planning - all in conjunction with school board

- Continually evaluate and update school mission and ethos.
- Develop strategies for growth of the school.
- Review, update, and if necessary, develop policy documents like the Parent and Student Handbook.

St. Mark's Preschool does not discriminate in hiring on the basis of race, color, gender, age, disability, ethnicity, sexuality, veteran status, or national origin.

Interested parties should send resumes and three references to The Reverend Christian Hawley at christian@stmarkssanmarcos.org