Early Childhood Campus Division Head
Christ Episcopal School
Covington, Louisiana

christepiscopalschool.org

Southern Teachers is assisting Christ Episcopal School as it seeks an Early Childhood Campus (ECC) Division Head to serve as the educational leader and manage the day-to-day operation and all activities involving students and faculty on the Early Childhood Campus.

Reporting to the Headmaster and serving on the administrative team, the Division Head will function as the chief articulator of the division’s curriculum and programs, ensuring an academic environment which is conducive to learning and in which all of its activities are consistent with the school’s mission and in compliance with government regulations and accrediting agency standards. He or she will observe, supervise, and assist in the evaluation of the faculty and in the development and implementation of the curriculum and will make recommendations to the Headmaster regarding hiring and retention of faculty. The ECC Division Head will establish, maintain, and communicate to parents, students, and divisional faculty the academic, social, and professional standards for the ECC; maintain awareness of the educational, physical, social, and psychological needs of the members of the ECC’s community and develop plans for addressing those needs; and provide academic guidance to parents regarding their children. He or she will lead the admission process for testing, interviewing, and evaluating applicants for possible enrollment in the ECC, conduct admission open houses and tours for prospective families, and coordinate with the Lower School Division Head in regard to student matriculation to the Lower School.

Christ Episcopal School seeks a candidate who has a master’s degree or higher, with teacher certification preferred. Administrative experience is required, ideally in the early childhood division of an independent school.

Founded in 1984, Christ Episcopal School is a coeducational school serving approximately 640 students in prekindergarten through grade twelve. Its two campuses are in Covington, Louisiana, and encompass 45 acres in an Arcadian setting, offering a pleasant and stimulating learning environment for its students and faculty. Christ Episcopal School helps to nurture a child’s mind, body, and spirit through a fun and challenging program that offers the best in the academic disciplines, taught by a skillful, experienced, and loving faculty and staff.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2020.