Lower School Principal  
*Holy Innocents’ Episcopal School*  
*Atlanta, Georgia*  
*July 2021 • hies.org*

---

**The Opportunity**

Southern Teachers is assisting Holy Innocents’ Episcopal School (HIES) in the search for its next Lower School Principal. Reporting to the Associate Head of School, the Principal supervises approximately 65 faculty and staff members and works with administrators, parents, and students to achieve the goals of the division and the school overall.

Holy Innocents’ Episcopal School develops in students a love of learning, respect for self and others, faith in God, and a sense of service to the world community.

Holy Innocents’ seeks candidates with proven experience in a leadership position within the independent school community and a successful track record working with a wide range of people and groups. The new Principal will earn the respect and support of faculty, administrators, and parents by demonstrating superior collaboration and mediation skills, showing outstanding interpersonal and communication abilities, and demonstrating energy and enthusiasm for the academic community.

Holy Innocents’ Episcopal School is the largest Episcopal parish day school in the country, serving over 1350 students. Holy Innocents’ offers an educational program encompassing academics, arts, athletics, and spiritual formation. Through opportunities to grow intellectually, spiritually, physically, and emotionally, students develop their individual worth and dignity. The challenging academic program prepares students for higher education and emphasizes learning as a pathway toward ethical leadership and a commitment to the common good. The school provides a welcoming and supportive environment, embraces the differences inherent in a diverse community, and embodies the inclusive Episcopal tradition of respect for the beliefs of others. Holy Innocents’ is an active community of faith engaged in local, national, and international service to others.

---

**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.
Performance Objectives

The next Lower School Principal will begin work during a time of transition and opportunity for the division. This is no position for candidates seeking to maintain the status quo. Those who relish change, adjustment, imagination, and a touch of chaos (at least for the first couple of years) will find much to be attracted to in this opportunity.

Changing Space

The Lower School will be relocating to temporary quarters for the 2021-22 school year while the current Lower School is demolished and rebuilt. During this year outside of its permanent home, the Lower School community will have the opportunity to reflect on current practices, learning environment, technology, and resources, and determine what to leave behind, what to recreate, and what to reimagine. By asking repeatedly, “What do we do and why do we do it?” the new Lower School Principal will look deeply, collaborate closely, and lead intentionally through these first two years of change in space and perspective.

Increase Student Opportunity through Differentiation

Holy Innocents’ is proud of its commitment to serving a broad range of learners. Its support programs for students who learn differently are well regarded, complementing the division’s excellent reputation for encouraging social-emotional, spiritual, and character development in its students. The next program focus for the Lower School Principal will be to address how the division serves students who need acceleration. The Lower School Principal will understand the range of students the school serves, examine current practices for differentiation, and determine paths and programs for the future that serve students along the full continuum that the school comprises.

Grow Enrollment

Though overall enrollment at HIES has stayed consistent, the school has had the experience of many independent schools across the country in terms of softening numbers in the Lower School. The school seeks a Lower School Principal who understands the business of enrollment management, who will study the market that the school serves, and who will help the admissions and marketing teams to strengthen and highlight all the school does well.

Focus on Diversity

Holy Innocents’ is committed to creating a school community that reflects and promotes diversity, equity, and inclusivity (DEI). The Lower School Principal will take a leadership role in the school’s efforts around DEI, articulating clearly the importance of these initiatives, working with admissions on efforts to recruit students from diverse backgrounds, and hiring and retaining a faculty that reflects the diversity of the community HIES serves.
The Position

The Principal supports the HIES mission by managing the policies, regulations, and procedures for the Lower School. Reporting to the Associate Head of School, the Principal supervises approximately 65 faculty and staff members and works with administrators, parents and students to achieve the goals of this division and the school overall.

Essential Duties and Responsibilities

- Support the school’s mission by fostering a love of learning, respect for self and others, a faith in God, and a sense of service to the world community.

- Promote high standards and expectations for all students and staff in regard to academic performance and responsible behavior.

- Manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the school, consistent with our philosophy, mission, values and goals. This includes instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.

- Establish the annual master schedule for high-quality instructional programs, ensuring sequential learning experiences for students consistent with the school’s philosophy, mission, and instructional goals.

- In concert with PK3-12 Academic Directors, supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on education and child growth and development.

- Establish procedures for evaluation and selection of instructional materials and equipment.

- Supervise effective discipline and attendance systems with high standards in a fair and consistent manner, consistent with the philosophy, values, and mission of the school.

- Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.

Requirements

- Proven experience in a leadership position within the independent school community.

- Ability to earn the respect and support of faculty, administrators, and parents by demonstrating superior collaboration and mediation skills.

- Successful track record working with a wide range of people and groups.

- Outstanding interpersonal and communication skills, with a professional and empathetic approach.

- Detail-oriented and able to work collaboratively.

- Excellent technical and computer literacy skills.

- High energy and enthusiasm about working in an academic atmosphere.

- Proven track record as an independent and goal-oriented team member.

- Active proponent for diversity and inclusion.

- Foster strong enrollment by working closely with Enrollment Management staff and serving as an ambassador for the Lower School with prospective families.

- Establish a respectful, professional rapport with students and staff.

- Oversee and manage budgets in accordance with established school procurement policies.

- Ensure compliance with all state and federal laws, board policies, and civil regulations.
The School

Founded in 1959 by the parishioners of Holy Innocent’s Episcopal Church, Holy Innocents’ Episcopal School is the largest Episcopal parish day school in the United States. HIES began as a small, parish preschool in 1959 and grew steadily, adding elementary grade levels, a middle school, and eventually an upper school in 1991. The school’s first senior class graduated in 1995. Today, HIES is a college-preparatory school for 3-year-old through 12th grade boys and girls serving 1361 students. Holy Innocents’ Episcopal School is accredited by the Southern Association of Independent Schools (SAIS) and maintains memberships in the National Association of Independent Schools (NAIS), the National Association of Episcopal Schools (NAES), Georgia Independent Schools Association (GISA), and Council for Spiritual and Ethical Education (CSEE).

Additionally, Holy Innocents’ is the first and only Round Square school in the state of Georgia, enjoying a healthy number of international partnerships. Round Square is an international consortium of some 200 schools in 50 countries that orient themselves around six IDEALS: Internationalism, Democracy, Environmentalism, Adventure, Leadership, and Service. Holy Innocents’ has thrived in one of the most competitive independent school markets in the nation because of its dedicated faculty and staff, supportive parent body, happy students, and strong leadership.

While it remains a mission of Holy Innocents’ Episcopal Church, and the two entities share a campus, Holy Innocents’ Episcopal School operates independently. The Head of School reports solely to the HIES Board of Trustees, and the Vestry has delegated to the Board the full authority to govern the school.

The Lower School Principal is part of the Academic Administrative Team and reports to the Associate Head of School. The Academic Administrative Team consists of the Principals from all four divisions, four Academic Directors who oversee fine arts, global studies, STEM, and humanities, and other Directors of College Counseling, Auxiliary Programs, and so on. The Lower School Principal oversees the Lower School Faculty, librarians, nurse, and other staff.

Learning Through Service

Service is a key piece of Holy Innocents’ mission. Building on the ethic of serving one’s neighbor, the school strives to help students develop a sense of service to the world community. Grades one through five participate in the Global Faith and Service class, co-taught by the Lower School Chaplain and a member of the Lower School faculty. A core element of the class focuses on community service, as students identify and undertake projects that teach them to make a meaningful difference in their community. Field trips give students opportunities to learn and practice these ethics outside the classroom. Holy Innocents’ has established relationships with places like the Atlanta Community Food Bank, the Community Action Center, and the Shepherd Center. To support the latter, a rehabilitation center specializing in spinal cord and brain injuries, students have made cards, paid visits, put up decorations, and participated in fundraising read-a-thons and fun runs that have raised tens of thousands of dollars. Holy Innocents’ believes that its students are never too young to make a difference in their community and in the world.
The Lower School

The Lower School at Holy Innocents’ enrolls 309 students in grades one through five. The division occupies its own building on a beautiful 43-acre campus. Beginning in the 2021-2022, this building is slated to be rebuilt, and the Lower School Principal will have exciting opportunities to influence how the school will use this new, twenty-first century teaching space.

The Lower School curriculum is oriented around critical thinking and creativity. Its interdisciplinary approach engages and inspires students, while ensuring they master the fundamentals of language arts, math, science, social studies, fine arts, Spanish and French, character education, technology, and physical education. Writing is integrated through the curriculum: for example, science students keep notebooks where they document their experiments. Students have opportunities for collaborative problem-solving in the Innovations Lab, which features laptops, iPads, desktops, mini-robots, and a 3D-Printer. Students as young as first grade are engaged with technological projects in the Young Engineers class. The Lower School Principal will be responsible for helping students evolve into the confident, ambitious people they were gifted to be.

In the Lower School, it’s our responsibility to inspire the mind and fire the heart of each child and help bring them out in full.

Students

Purposefully inclusive, HIES welcomes students of all religious backgrounds. Approximately one quarter of the students are Episcopalian, but the student body represents over 20 other Christian and non-Christian faiths. Over the past decade, the school has worked to increase ethnic diversity on campus, and approximately 20 percent of the students identify as people of color. Committed to making an HIES education accessible to the greater community, the school currently offers $4.3 million in financial aid.

Students at Holy Innocents’ feel confident and they support one another. The school strives to cultivate a sense of belonging from a student’s first visit. Despite the large size of the school, students do not get lost in the crowd. HIES does everything it can to assure that each student has everything he or she needs to thrive as a scholar and as an individual. The Lower School team works to engage and excite the learner within each student, in an environment that is simultaneously challenging and nurturing.

Faculty

Holy Innocents’ 51 Lower School teachers are masters of their craft, adept classroom managers delivering thoughtful, well-designed lessons. 45% of Lead Teachers and 36% of Assistant Teachers have advanced degrees, and their average tenure at HIES is 10 years. This accomplished and dedicated Lower School faculty upholds a long tradition of nurturing academic excellence at Holy Innocents’.

Many classes in the Lower School are co-taught, with 11 Assistant Teachers supporting the 40 Lead Teachers. With an average Lower School class size of 16 and an 11:1 student-teacher ratio, this system ensures excellent levels of student support and student-teacher interaction. Because they can develop close relationships with their teachers, students in the Holy Innocents’ community feel safe and supported on their educational journeys.
The arts at Holy Innocents thrive. Students in grades one and two develop basic musical skills in General Music courses. In grades three through five, students can choose to pursue these skills in Chorus, Orchestra, and Band. Students also have rich opportunities in the Theatre Arts, with both lessons and performance projects throughout the year. The music and theatre programs converge in the Fifth Grade musical production, typically performed for the entire Lower School. In visual art classes, students can express themselves through a variety of media, including clay, drawing, painting, watercolor, and collage. Students are also gently introduced to art history and computer graphic design.

Physical education in the Lower School is designed to provide the skills and attitudes needed to enjoy a healthy, active life. In an affirming environment, young students learn the basic spatial and social skills needed for athletics: motor skills, balance, spatial awareness, with the age-appropriate addition of more complex skills such as volleying or dribbling a ball. They learn both physical and social skills involved in athletics, as well as strategies for game play.

Episcopal Identity
HIES believes that God is present in every person. The school values multiple voices and perspectives around all of life’s questions, no matter what faith background they come from. This intentionally welcome, radically inclusive way of life is a hallmark of the school’s mission as a Christian community that serves students of all faiths. Lower School students explore themes of faith, identity, community, and service in Global Faith and Service class, where they develop understanding, empathy, and wonder for the world.
The Community

The story of Atlanta is one of remarkable urban growth, transforming from a sleepy state capital in the mid-20th century to an Olympic host city and the unofficial standard-bearer for the New South economic boom. Atlanta is headquarters to some of the best-known companies in the world, including Coca-Cola, CNN, Home Depot, and Delta Airlines. Because it offers so many opportunities, development is thriving across the city’s 242 neighborhoods. In 2018, Atlanta was named the top moving destination in the United States, perhaps in part because it was also named the most affordable big city.

Atlanta is home to a thriving arts community, with dozens of museums, a professional ballet company, and a wide variety of performances spaces for theater, music, and dance. The city is home to four major sports teams—the Atlanta Falcons (NFL), the Atlanta Braves (MLB), the Atlanta Hawks (NBA), and the Atlanta United (MLS). This February, Atlanta was the host city for the Super Bowl between the Los Angeles Rams and New England Patriots.

Holy Innocents' is located 20 miles north of downtown Atlanta in Sandy Springs. With over 109,000 residents and adjacent to the trendy Buckhead neighborhood, Sandy Springs is the seventh-largest city in Georgia. Families have flocked to Sandy Springs for its robust employment opportunities, access to shopping and dining, and many parks and recreation centers. The growth of Sandy Springs has certainly benefited Holy Innocents', and having an outstanding Episcopal school like Holy Innocents' has helped fuel the city’s growth.

Application Process & Timeline

For most thorough consideration, candidates for the Lower School Principal position should submit applications to Southern Teachers [available at SouthernTeachers.com] along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Mr. Jamie Estes at Estes@SouthernTeachers.com or 434-295-9122. Please do not contact the school.

Initial interviews with the consultant at Southern Teachers will be ongoing.

The new Lower School Principal will begin work July 2021.