



SOUTHERN TEACHERS
A G E N C Y

Head of Primary School
St. Francis Episcopal School
Houston, Texas

stfranchishouston.org

Southern Teachers is assisting St. Francis as it seeks a Head of Primary School to manage and ensure the overall effectiveness of the division's programs for children ages two through four. In order to create a dynamic learning environment, this division head is responsible for all curricular, non-curricular, religious, and life skills development and activities involving primary school students and faculty, as well as recruitment, hiring, supervision, and evaluation of instructional staff and support personnel. Reporting to the Assistant Head of School, the Head of Primary School joins fellow division heads in overseeing day-to-day programs and activities; serving as principal decision maker and chief articulator of division programs, expectations, behavioral guidelines, and other essential information; and maintain congruency between the board-approved *Mission Statement*, the *Long Range and Strategic Financial Plan*, and all division activities.

A child's first three years are critical for the development of language, attention span, social skills, and problem-solving capabilities. St. Francis's primary school is designed to meet those needs through a Reggio-inspired project-based approach. It provides a solid academic foundation for future learning and stimulates cognitive, social, emotional, physical, and spiritual development. Through constructive play, the curriculum provides children with opportunities for positive social and emotional interaction, development of respect and compassion, creative expression, decision making, safe risk taking, reason and logical thinking, and increased responsibility and independence. The enriched curriculum is planned, implemented, and continually revised by degreed professionals who have the knowledge and skills to create an excellent, developmentally appropriate program.

Candidates for Head of Primary School must have a minimum of five years' teaching and administration experience in an independent school environment and excellent verbal and written communications skills. They must have demonstrated leadership and facilitative skills, including the ability to relate effectively with trustees, other administrators, teachers, operations staff, parents, and students. Candidates with advanced degrees in school administration are preferred.

In the Anglican tradition, St. Francis Episcopal School challenges and motivates students in an academically and spiritually stimulating environment to become imaginative, critical thinkers and people for others. Its aim is to spark the imaginations, picque the interests, and develop the character of students as they cultivate unique intellectual and physical capacities; develop moral integrity and character; become responsible, informed citizens; fortify a personal relationship with God; embrace creative expression; and develop a respect for all people. Its cornerstones are faith, scholarship, courage, and honor. The beautiful main campus, nestled on fifteen wooded acres in Houston's Memorial area, houses programs for students in pre-primary through grade 8 and features meticulously groomed playing fields; a state-of-the-art Fine Arts Center that seats 600; a certified Nature Explore outdoor classroom; a gymnasium and covered outdoor activities center; and two libraries totaling more than 7000 square feet. The Primary School is located on the South Campus, one mile from the main campus, in new facilities that opened in January 2016.

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 2017.