



SOUTHERN TEACHERS
A G E N C Y

**Assistant Head of School
St. Mary's Episcopal School
Memphis, Tennessee**

stmarysschool.org

Southern Teachers is assisting St. Mary's Episcopal School as it seeks a leader for curriculum, personnel, programs, and community partnerships at the all-girls day school serving students from preschool through grade twelve.

The Assistant Head will be responsible for new faculty recruitment, orientation, mentoring, and ongoing professional development; coordination of the strategic plan; management of the school's main calendar and crisis protocols; support of the admissions and advancement offices; and promotion of the adherence to school policy within all constituencies of the school. Working closely with school leadership, the Assistant Head will contribute to the development of the school's academic climate and the achievement and documentation of the school's strategic plan goals. As a leader at St. Mary's, the Assistant Head should articulate and promote the school's mission and philosophy, sustain and enhance the school's climate and culture, and champion thoughtful innovation and meaningful tradition. The Assistant Head will also guide the school's accreditation process, keep the Head of School fully informed about staff and program needs, and enable smooth day-to-day internal operations.

Successful candidates will need to work closely with faculty and department chairs in reviewing, researching, and developing new curriculum; documenting current curriculum; and designing the professional growth program. The Assistant Head will need to supervise and coordinate with the directors of the Health Center, Library Services, Pursuits Program, Flik Dining Services, facilities, and STEM Outreach to ensure the optimal experience for students. To meet the strategic needs of the school, the Assistant Head will coordinate the Orgill Speaker Series, leverage St. Mary's mission with best-fit community partners, and grow St. Mary's program through strategic engagement with community partners.

Founded in 1847, St. Mary's is the oldest school for girls in Memphis welcoming over 800 students age two through grade twelve. St. Mary's is an independent Episcopal day school and a charter member of the Online School for Girls. Experts on how girls learn, St. Mary's continues its mission to provide a superior educational experience for girls which will encourage and enable each student to reach her individual potential.

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.