



**Position Statement
Head of Upper School
St. Andrew's Episcopal School
Start Date: July 1, 2023
Austin, Texas**



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OVERVIEW

St. Andrew's Episcopal School, Austin, TX, serves approximately 950 students in grades K-12 on two campuses in Austin, TX. The School now seeks a Head of Upper School, serving students, faculty, staff and families in grades 9 through 12, commencing July 2023.

THE MISSION AND PHILOSOPHY

The mission of St. Andrew's Episcopal School is to provide an enriched academic program within a Christian environment emphasizing the fulfillment of each student's potential. The School seeks students of character and intelligence from diverse ethnic, racial, and socioeconomic backgrounds. St.

Andrew's strives to assist its young people to achieve their potential not only in intellectual understanding, but also in aesthetic sensitivity, physical well-being, athletic prowess and moral decisiveness, so that they may lead productive, responsible lives, not only for themselves, but also for their community.

The School's quest to seek and explore graduation distinctions of *The Four Pillars: Scholar, Artist, Athlete and Servant* is evident in the lives of its students. In addition, St. Andrew's Episcopal School sees diversity as an integral statement of its community and a vital component of its mission, core values and Episcopal identity. In its pledge to attract, foster and celebrate all aspects of diversity, St. Andrew's aims to create an intentional environment of equity, social justice and inclusion.

Core Values

COMMUNITY

Based on trust, traditions, communication, appreciation, and support

SPIRITUAL FOUNDATION

To develop moral behavior

HIGH EXPECTATIONS

Reflected in both the knowledge base and behavior of the faculty, staff, students, parents, and board members

CARING, CELEBRATION, AND HUMOR

Fostered by kindness and collegiality

St. Andrew's Episcopal School

Head of Upper School Position Statement

Start Date: July 1, 2023



EPISCOPAL IDENTITY

Being an Episcopal school means that St. Andrew's School is more than an educational institution. It means the community is committed to the formation and nurturing of the whole human being: body, mind, and spirit.

Episcopal schools are part of a long tradition of Anglican education that is marked by a balance between faith and reason, or "the head" and "the heart." St. Andrew's School works to build a community that is welcoming, diverse, and authentically inclusive, where all are honored, supported, and valued. The school practices common prayer that draws upon the ancient traditions of the Church and is both creative and relevant. The community makes a commitment to the practice of service and the work of justice. These principles and ideals are woven into every aspect of the school's shared life together, and they are what sets it apart as a community of learning.

Learn more about how faith and service is celebrated through daily worship: <https://www.sasaustin.org/student-life/chapel--community-service>

DIVERSITY STATEMENT OF PURPOSE

Grant, O God, that Your holy and life-giving Spirit may so move every human heart, that barriers which divide us may crumble, suspicions disappear, and hatreds cease; that our divisions being healed, we may live in justice and peace." (1979 Book of Common Prayer)

St. Andrew's sees diversity as an integral element of community and education, and a vital facet of the mission, core values, and Episcopal identity. The school believes that community diversity manifests in many ways, including ethnicity, national origin, religion, gender, sexual orientation, socioeconomic status, family composition, and physical ability. In a commitment to attracting, fostering, and celebrating all aspects of diversity, St. Andrew's aims to create an intentional environment of equity and inclusion.

St. Andrew's School recognizes that this work is constantly evolving as we address the changing needs of a diverse community and as we educate our students to engage with a diverse world. The school believes that its strength and resilience as a community stem from a commitment to respect the dignity of every human being as a child of God.



THE PLACE

Located on an expansive 135 acres in Southwest Austin, the Upper School's buildings, fields and common areas are attractive and offer an informal, yet purposeful welcome and intent. Students, faculty and staff embrace the comfortable environment and the beautiful campus known for its Texas Hill Country appeal.

In the years ahead, St. Andrew's School will undergo a comprehensive restructuring of campus and program. This change will result in the intermediate grades moving to the Southwest Parkway campus where Grades 9-12 currently reside. Check out what is ahead, in the years to come, at St. Andrew's School: <https://www.sasaustin.org/about/comprehensive-site-plan-2022>



St. Andrew's Episcopal School

Head of Upper School Position Statement

Start Date: July 1, 2023



THE HEAD OF SCHOOL

The next Head of Upper School will have the opportunity to work with current Head of School, Melissa Grubb, who joined the community in 2022.

Melissa draws from more than 30 years of experience in independent schools, including many years as a classroom teacher and serving in a variety of administrative capacities, most recently as Head of School for eleven years at The Stanley Clark School in Indiana. She has led school accreditation teams around the United States, built and aligned innovative curriculum, raised significant funds for school endeavors, developed strategies to grow enrollment and increase revenue, established DEI committees and helped improve professional development and growth opportunities for faculty and staff.

St. Andrew's devotion to helping our students reach their full potential is central to Melissa's focus as a Head of School. Melissa believes in balancing high academic expectations with spiritual growth, creativity in the arts and improving physical well-being, teamwork and athletic competition. She embodies our core values of community, spiritual foundation, high expectations and caring, celebration and humor.

THE PROGRAM

The Upper School was founded in 1998; just over two decades of growth and success have distinguished the School. Today, students are offered an array of courses essential to high school graduation requirements coupled with courses, experiences and independent studies that enrich the students' skills and motivations for learning, questioning and engagement.

The Upper School embraces a well-reputed Social and Emotional Learning program, and offers a multitude of courses, including, but not limited to Humanities (English and History), multiple Language offerings (Latin, Mandarin, and Spanish) Mathematics (Algebra, Geometry, Applied Statistics, Calculus, Computer Sciences, College Algebra), Sciences (Biology, Physics, Chemistry Environmental, Engineering and Design), Fine Arts (Music, Visual, Film and Theatre), Athletics



St. Andrew's Episcopal School

Head of Upper School Position Statement

Start Date: July 1, 2023



(Cross Country, Field Hockey, Football, Volleyball, Cheerleading, Basketball, Soccer, Swimming, Baseball, Golf, Lacrosse, Softball, Tennis, Track, Strength and Conditioning and Independent Sports). There are 23 Varsity and 16 Junior Varsity athletic teams.

The presence of an Eighth Block Program provides enhanced time, space and support for students to extend themselves beyond the traditional confines of classrooms and to explore more opportunities for stewardship, athletics, service and self-directed projects. In addition, a Senior Project provides a culmination of studies and provides added opportunities for academic

excellence and student growth through research, long-term analysis, and active engagement.

Courses are taught at the honors level (unless they are designated AP classes) and all students receive the same weight in the GPA calculation. St. Andrew's does not rank its students. GPAs are calculated based on courses taken at St. Andrew's in grades 9-12.

The School is accredited by the Independent Schools Association of the Southwest (ISAS) and the Southwestern Association of Episcopal Schools (SAES). It is a member in good standing with the National Association of Independent

Schools (NAIS), the National Association of Episcopal Schools (NAES), the National Association of College Admissions Counseling (NACAC), the Texas Association for College Admission Counseling (TACAC), the Association of College Counselors in Independent Schools (ACCIS), and the Southwestern Preparatory (Athletic) Conference (SPC).

Learn more about how the school pushes students to excellence in the Arts and on the athletic fields:
<https://www.sasaustin.org/arts/fine-arts-at-st-andrews>

<https://www.sasaustin.org/sas-athletics>



St. Andrew's Episcopal School

Head of Upper School Position Statement

Start Date: July 1, 2023



THE CHALLENGES AND OPPORTUNITIES

The School has experienced growth over the years and a well-deserved reputation for student success. Because of its rapid growth, there is a need for more collaborative work and connection among the faculty and staff at the Upper School and throughout the K-12 program. Competent and purposeful servant leaders come together to passionately serve students and their families well, and the vision and work ahead should lead to more collaborative interactions and positive and meaningful alignment to propel the excellence of the entire School.

In addition, because of the presence of two campuses (Lower and Middle School on one campus and Upper School at another), there is a need to intentionally and holistically address issues of split campus alliances and work demand schedules.

With the future transformation of the school and transition of intermediate grades to the Southwest Parkway campus, the Head of Upper School will work closely with the key members of the senior leadership team to plan, prepare and support the move.



THE POSITION

The Head of Upper School has the overall responsibility for curriculum and programming, for upper school faculty and staff, and for all upper school students and their families. He/she will report to the Head of School, will be part of the School's administrative team and will work closely with the two other division heads and the Chief Academic Officer and Deans.

THE STRENGTHS OF THE UPPER SCHOOL

The Upper School is a haven for student engagement, connection and stewardship. It is a joyful and productive learning environment where students, faculty and staff care for their school and for each

other. This caring quality contributes to the well-being of students and teachers and there is no question about the real commitment, loyalty and support for each other.

There is an unmistakable sense of community based on strong spiritual values and the caring quality that permeates every aspect of the School. St. Andrew's derives its core values and mission from its identity as an Episcopal school that embraces open-minded intellectual inquiry and open-hearted hospitality for all people. Daily chapel serves to create a deep sense of community and reinforces an ethic of compassionate service and connection to others.

St. Andrew's Episcopal School

Head of Upper School Position Statement

Start Date: July 1, 2023



THE IDEAL CANDIDATE TO LEAD THE UPPER SCHOOL

The next Head of Upper School will:

- Perpetuate a vital commitment to students and their families;
- Demonstrate adherence to the highest quality upper school educational standards, program and experience;
- Be informed and highly versed in today's best practices in high school education with a vision to support professional growth, horizontal and vertical curricular/skill alignment, and technology;
- Lead, retain, advocate, mentor and support a distinguished and experienced faculty;
- Maintain a visible, accessible and approachable presence;
- Possess effective communication skills with a strong grasp for active listening and a propensity for authentic engagement and trusting conversations;
- Retain a proven record of motivating, evaluating, supporting and retaining outstanding diverse staff;
- Actively collaborate and work with a visible and

impressive senior administrative team;

- Maintain effective organizational skills and prioritize multiple responsibilities and tasks concurrently;
- Recognize challenges and opportunities of a fast-paced school environment with an empathetic understanding for traditions, transitions, 2 campus affiliations, and school culture;
- Maintain a strong moral compass, be a proponent for spiritual education, and be a voice for the school's Episcopal identity;
- Strike a right balance between maintaining a warm, approachable presence and being a clear, thoughtful and decisive educational leader who can also manage difficult conversations and work through differences of opinion; and
- Possess a sense of humor and the energy and optimism necessary to find joy in school leadership and administration.

This is an exciting opportunity for a distinguished professional with the talents, energy and competencies to serve a thriving and strong school community in a growing and vital city. St. Andrew's Episcopal School offers a competitive salary and benefits.

THE SEARCH

Applications for this exciting opportunity are currently being accepted and reviewed. Consultant interviews will be ongoing.

Applications are made on the RG175 website: <https://rg175.com/candidate/signup> and include:

- **Cover letter** explaining why they are a fit for St. Andrew's Episcopal School and why they feel their skills and experience match this job
- **Resume**
- **Personal Statement** of no more than a page and a half.
- In addition, candidates should include a list of **five references** and their contact information. References will not be contacted without prior notice.

For more information, please contact: Adam Peichert: adam.peichert@rg175.com

St. Andrew's does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, disability, national or ethnic origin, or other legally protected status in admission of otherwise qualified students or in providing access to the rights, privileges, programs or activities generally available to all students and their families, including educational policies, scholarship and other financial aid programs, or athletic, extra-curricular, and other school-administered programs and activities.