**Head of Upper School**

**Reports to Headmaster**

Saint Thomas’ Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate and dependable Head of Upper School to join our team. Responsibilities will include but are not limited to, overseeing the educational programs and day-to-day operations of the Upper School at Saint Thomas’ Episcopal. This position will require an individual who is able to handle a wide range of responsibilities including administrative tasks.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES**

* Maintain congruency between the STE mission statement and all activities within the Upper School.
* Function as the chief articulator of Upper School programs, expectations, behavioral guidelines, and policies.
* Conduct informal and formal faculty evaluations and provide feedback.
* Advise faculty in need of instructional coaching, and assist in authoring growth plans.
* Monitor and direct daily activities of faculty, including classroom management, procedures, duties, documentation in Veracross, and communication with parents.
* Make recommendations to the Headmaster regarding the hiring, retention, and assignment of faculty.
* Establish programs for the orientation of new teachers and for in-service training of all Upper School teachers.
* Act as the parent/student point of contact for matters that cannot be addressed by the homeroom or subject teacher.
* Oversee student discipline and document disciplinary action.
* Make recommendations to support struggling students and document necessary procedures and actions.
* Serve on the Upper School admissions committee and conduct interviews and evaluations of prospective students/families.
* Create and send a periodic newsletter to the Upper School community highlighting upcoming events, recent accomplishments, and other items of interest.
* Oversee the coordination of trips, special programs, and events.
* Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
* Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
* Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
* Perform other duties as assigned.

**Education / Certification**: Bachelor’s degree required

**Experience Required**: Minimum of 2 years related work experience

**Required Knowledge**: Proficiency in MS Office, Google Docs

**Classification:** Exempt

**Skills / Abilities**:

* + Strong customer service skills and willingness to assist others
  + Able to communicate complex information clearly
  + Ability to communicate with and motivate children
  + Willingness to contribute to the general welfare of the school and its students beyond the classroom
  + Outstanding oral and written communications skills
  + Strong organizational skills & attentive to detail
  + Able to coordinate well with other departments and personnel
  + Maintaining confidentiality and privacy
  + Ethical conduct

**Compensation and Benefits:**

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at [wisdom.jeri@stes.org](mailto:wisdom.jeri@stes.org).

STATEMENT OF NON-DISCRIMINATION

Saint Thomas’ Episcopal Church & School (collectively the “School”) prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.