



Head of School Search

July 1, 2024

St. Luke's Episcopal School
15 St. Luke's Lake
San Antonio, TX 78209
www.sles-sa.org



The
Education
Group



OVERVIEW



St. Luke's Episcopal School, a coeducational Episcopal day school, seeks a dynamic leader who will embody and promote the School's mission and core values. The School is located in San Antonio, Texas, and for 76 years, it has been a cornerstone of the San Antonio community. It provides students with the very best educational experience possible, rich in academics and grounded in service and faith. The School serves 255 students in PreK to Grade 8 with dedicated, talented teachers, staff, and administrators who educate the mind, body, and spirit of each child. St. Luke's provides opportunities for children to develop through a superior curriculum, dedicated fellowship, and service to the community.

THE SCHOOL

St. Luke's Episcopal School is a parish school and a vital ministry of St. Luke's Episcopal Church. The School was founded in 1947, three years after the founding of the church, and for 75 years the shared life of the School and Church have been closely intertwined, providing mutual enrichment for each other. By 1960, the School had expanded from an early childhood program to include all elementary grades. The DiRaddo Education Building was added in 1994. The Chris Jones Middle School was built and dedicated in 2003, giving St. Luke's the facilities and resources to educate boys and girls from PreK through grade 8. Over recent years, numerous areas of the campus have been extensively renovated. The core area of St. Luke's beautiful campus was completed in 1954 as a "light on the hill" in the heart of the City of Alamo Heights. The School and the Church are located on 6.6 acres and share an attractive building of nearly 100,000 square feet. The building includes vibrant classrooms, a lunchroom, a spacious library, an iLab innovative makerspace, activity center/gym, playgrounds, balconies, and patios that are used as student work areas.



St. Luke's is quite proudly a learning community in the graceful, inclusive tradition of Episcopal education. Living out The St. Luke's Way, the three pillars of scholarship, leadership, and citizenship are instilled in St. Luke's students. Dynamic curricular and co-curricular programs promote success in every student. Serving as the foundation of the School's success, St. Luke's teachers are highly skilled, passionate about their work, and devoted to the Mission of the School. St. Luke's thrives to be the first-choice school in San Antonio for parents who desire the very best preparation for and placement in high school while fostering not just academic success, but social-emotional and spiritual development.



Episcopal Identity

Being an Episcopal school is at the core of St. Luke's identity. Faith is not just found in the Chapel or religion classes, but can be seen in the hallways, in school activities, and in the community. As an Episcopal school, St. Luke's is grounded in the rich history of intellectual inquiry that characterizes Episcopal education. The formation of faith and developing a strong spiritual foundation are integral parts of the educational program, an important lesson for students to learn during their years at St. Luke's.

The Church and School work in close partnership which ensures a healthy, harmonious community. Students in Grades 1 - 8 attend Chapel services every morning upon arrival. Wednesday's Chapel is a community Eucharist open to the entire St. Luke's Church and School community. Early Childhood students attend their own service Monday to Thursday. All students PreK 3 - Grade 8 attend Friday Chapel service. Family members are always welcome to attend Chapel services. Bible classes are held weekly for Early Childhood and Lower School students, and Religious Studies classes are held weekly for Middle School students.



Diversity and Belonging

At St. Luke's, "everybody knows your name" as they like to say. There is a sense of belonging that deepens as a child grows from PreK through grade 8, both for the child and for the family. St. Luke's believes that families with children in PreK through Middle School are more inclined to stay connected and involved beyond the elementary years, a factor which correlates highly with student success. St. Luke's is a school environment in which families raise their children together, creating enduring bonds with one another and with the faculty and administration.

St. Luke's is committed to developing a culture that honors diversity and recognizes the essential dignity of every member of their community. St. Luke's welcomes diversity and respects differences in ethnic, cultural, and religious backgrounds.

Mission

St. Luke's Episcopal School is a Christian community dedicated to academic and personal excellence, lifelong learning, and service to others.



The St. Luke's Way

“As members of a Christian community, our conduct is guided by love and respect for God, our school, our neighbors, and ourselves. We demonstrate the St. Luke's Way through behavior that is courteous and cooperative.” While the School's mission effectively guides the policies, programming, and decisions of the community, the St. Luke's Way dictates how the mission will be lived out among individual lives. It serves as a reminder of how to act in classrooms and hallways, on the athletic fields, and in the wider community.



THE PROGRAM



St. Luke's believes that a foundation for lifelong learning is established at an early age. The educational program offers opportunities for growth across all grade levels and focuses on each individual child's development, mentally, physically, and spiritually. The St. Luke's experience features close, mentoring relationships between faculty and students and access to a wide array of co-curricular and enrichment options. Small class sizes, a well-developed advisory system, and active involvement of faculty in sponsoring clubs and coaching teams ensure that teachers truly know the students and their abilities. Extensive offerings in athletics, fine arts, clubs, and service learning immerse all students in the rich fabric of St. Luke's. Students are exposed to a variety of experiences within their daily schedules that may be pursued in afterschool enrichment, student groups, or elective courses. Essential skills are mapped for each level to show vertical and horizontal alignment, and skills are articulated at each grade level.

Early Childhood: PreK3 to Kindergarten

St. Luke's Episcopal School's Early Childhood program is based on educating the whole child and providing opportunities to practice vital life skills in a safe environment. The cornerstone of St. Luke's program is the social and emotional development of each child. St. Luke's students gain foundational academic readiness through play, exploration, and careful adult guidance. Hands-on learning, multi-sensory stimulating activities, and direct social-emotional instruction prepare learners for their time long beyond preschool. Combining experiential learning with distinguished curricula, such as Spalding Phonics, Singapore Math, and Handwriting Without Tears, creates a desire for engaged learning now and in the future. A signature program featured at the Early Childhood level is the Kindergarten Hall of Presidents, a unique opportunity that serves as an introduction to research and public speaking.





THE PROGRAM

Elementary Level: Grades 1 – 4

The intellectual curiosity and academic pride instilled during early childhood years continues to serve elementary students. Understanding that elementary students are motivated to dive deeper into all academic subjects, the rigor and expectations increase appropriately at St. Luke's. Studying life, physical, and Earth sciences, students can enthusiastically investigate the world around them. Reading to understand, connections and extensions are experienced throughout each content area. History is a valued part of our curriculum that promotes global citizenship and awareness, and differing points of view by learning how all civilizations and cultures have shaped individual lives and societies. Faculty members strive to create confident math students who are mathematical thinkers and problem solvers.



Middle School Grades 5 – 8

St. Luke's recognizes the special characteristics that mark the transition and development of middle school students. Through leadership opportunities, St. Luke's students experience a nurturing community that promotes responsibility, academic development, and spiritual growth. Middle schoolers play an active role in daily Chapel and are elected to student-led organizations on campus. The middle school curriculum focuses on English, science, math, history, Latin, Spanish, and physical education. Specials, including art, music, theater, robotics, entrepreneurship, and electives enrich the core curriculum. Faculty members serve on grade 5-6 or grade 7-8 teams. Middle school faculty easily collaborate in their uniquely designed language/history hall or the science/math hallway. St. Luke's graduates are exceptionally well-prepared for high school, and nearly all graduates take honors and advanced placement classes in high school.



THE PROGRAM



Special Areas

Special Area teachers work with students across multiple grade levels and subject areas. Special Area instruction occurs in art, theater, music, STEM, coding, library, physical education, chess, Spanish, Latin, entrepreneurship, creative writing, world religion, speech and debate, study skills.

The Arts

St. Luke's students explore the fine arts through programs in visual arts, music, and theater. They are continually engaged in creative opportunities where their artistic abilities are nurtured. Students learn to work as an ensemble and gain confidence in themselves. The fine arts faculty are passionate about their disciplines and weave themes of culture and history into their classes, showing students how art enriches the fabric of society and the greater world. The arts are alive at St. Luke's!



Health and Wellness

One of the strengths and hallmarks of the St. Luke's program is their commitment to educating the mind, body, and spirit of each child. An innovative Health and Wellness class provides grade 8 students an opportunity to learn about mindfulness, nutrition, self-reflection, peer relationships, conflict resolution, and practical skills for physical, social, and emotional well-being.

Athletics and Physical Education

The physical education program at St. Luke's is an essential part of the education of students, fostering the development of character and life skills. The athletic program allows St. Luke's Tigers to be coached in the fundamentals of their chosen sports while learning the importance of commitment, perseverance, sportsmanship, and teamwork. Over 90% of students in grades 5 - 8 participate in the team sports of cross country, soccer, volleyball, basketball, golf, track & field, and/or tennis.





Service Learning

St. Luke's is committed to service learning and aims to raise global citizens who understand the world and their role in it. The School maintains a deep commitment to service, engaging in projects to benefit local organizations such as Good Samaritan Center, Brackenridge Conservancy, and HeadWaters at Incarnate Word.

Portrait of a Graduate

St. Luke's strives not only to cultivate the minds of their students, but also to grow their spirits and nourish their bodies and souls. They are committed to partnering with parents to shape young men and women who exhibit these characteristics of a St. Luke's graduate:

- Reflects the love of Jesus Christ
- Engages in community service
- Acquires and applies knowledge critically, analytically, and ethically
- Demonstrates leadership, perseverance, and balance
- Embraces the lifelong pursuit of knowledge, excellence, and wisdom
- Celebrates the uniqueness of every person





Teaching at St. Luke's

The faculty at St. Luke's are masters of their craft who believe that transformative learning starts with knowing and loving students. These professional educators take seriously the opportunity and the responsibility that comes with the autonomy they have in their classrooms, the trust offered by the School, the methods used for accountability, and the purpose of their efforts. Faculty members are free to design learning environments that are distinctive, ones that cannot be authentically experienced anywhere else. In order to do so, teachers are asked to be bold and flexible in their thinking.

Administration

St. Luke's has a dedicated administrative team. The Head of School is supported by the Head of Lower School, Head of Middle School, Director of Community Relations, Business Manager, Director of Enrollment Management, Director of Development, Chaplain, and Administrative Assistant. The team works collaboratively to manage the day-to-day schedule, activities, operations, and programming.

Parents

St. Luke's Parent Council is an active and involved group of parents who share a sincere appreciation for the role that the School has played in preparing their children academically, socially, and spiritually. Parents place a high value on the relationships and communication with faculty and staff.



St. Luke's parents are active partners with teachers, serve on committees, support fundraising events, and serve on the Board of Trustees. Through volunteer opportunities, parents assist with a wide variety of events, recognize the work of faculty and staff members, and are fully committed to the School.

Governance

The St. Luke's Board of Trustees' responsibility is to ensure the well-being of the School for the next generations of students. St. Luke's is governed by a Board of Trustees whose focus is strategic in that it protects and promotes the mission and core values of the school, safeguards the long-term financial health of the school, and supports and works with the Head of School to help St. Luke's live its mission. The St. Luke's Board has a close, healthy working relationship with the Vestry, staff, and members of the Church.



ST. LUKE'S EPISCOPAL SCHOOL FAST FACTS

SCHOOL



Enrollment: 255 students
Boys 32% Girls 67%

Early Childhood (PK3, PK4 and Kindergarten): 65 students

Lower School (Grades 1 to 4):
107 students

Middle School (Grades 5 to 8):
83 students

Average Class Size: 12

Students of Color: 27%

Student:Teacher Ratio: 7:1

FINANCE



Tuition Range: \$11,200 PreK3 to \$22,450 Middle School

Students Receiving Financial Aid: 20%

Endowment: \$2.2 M

Operating Budget: \$6.3M

The St. Luke's Annual Fund: \$350,000 (2021-2022)

Kaleidoscope Gala: \$450,000 (2021-2022)

Capital Campaign: \$3.3M, completed in 2022, projects completed by Sept. 2023

Financial Aid Budget: \$411,700 (20% of total enrollment)

Memberships & Accreditation



National Association
of Independent Schools



FACULTY



Full-time faculty: 32

Average years of experience: 17 years

Average years at St. Luke's: 6 years

Advanced degrees: 55%

Faculty of color: 24%





LOCATION



Alamo Heights and San Antonio

St. Luke's is located in Alamo Heights, a small, incorporated city nestled within San Antonio. Alamo Heights is a vibrant village in which to live and work, with a population of 7,400. San Antonio is the seventh largest metropolitan area in the U.S. The city has a relatively warm climate year-round, with mild winters and hot summers. San Antonio is a colorful blend of Mexican and Texan culture. Much of San Antonio's population is of Hispanic descent, and many are Spanish-speaking or bilingual. It preserves much of its historic atmosphere and embraces its cultural diversity. The city is rapidly growing and developing, with Fortune 500 companies, the South Texas Medical Center, and a strong military presence. San Antonio's biggest attractions include the annual Fiesta celebration, which draws in over 2 million attendees each year. The River Walk, or Paseo del Rio, is San Antonio's outdoor showcase, winding through the downtown area, its banks lined with shops and restaurants. Museums are scattered over the city, with dozens of music, dance, and theater organizations. The city's professional basketball team, the Spurs, has been one of the most successful franchises in NBA history.



The Position

St. Luke's seeks an experienced leader in PreK-8 education who will build upon the legacy of the School and work closely with the Board of Trustees to secure a lasting vision for the school's future. The next Head of School will inherit a talented and deeply devoted faculty, a talented student body, dedicated parents, and an engaged Board of Trustees.

As the sole employee of the St. Luke's Board of Trustees, the Head of School implements Board policies and procedures, advises, maintains fiscal policies and responsibilities, oversees the school's day-to-day operations, and represents the school to the public. This leader should reflect the school's values, be supportive of a healthy school culture, align and communicate well with all the school's constituencies, and be committed to academic excellence and the 'whole child' approach.

The next Head of School will lead strategic initiatives which include: maintaining a superior academic program; increasing student enrollment; promoting the school's culture, mission, and core values; building community relationships; and continuing a strong recruiting and development program for faculty and staff.

Successful candidates will be skillful leaders who would uphold the mission, and foster the traditions, relationships, and practices that are the foundation of St. Luke's culture. The ideal candidate will possess an engaging personality and be a collaborative servant leader whose example, enthusiasm, and commitment inspires others. Spiritual leadership is highly valued, and comfort with promoting the Episcopal Identity of the School is an essential quality.

Responsibilities begin **July 1, 2024.**





QUALITIES AND QUALIFICATIONS, OPPORTUNITIES AND CHALLENGES



Professional Qualities

- Leadership - Strength in recruiting, leading, and mentoring faculty and staff
- Educator - Strength in curriculum development and alignment
- Enrollment - Strength in enrollment management
- Manager - Executive management experience at an independent school
- Strategic - Experience with strategic and long-range planning
- Relationship Builder - Strength in building relationships with school constituents and external community
- Financial Acumen - Proven experience in financial oversight and managing a budget at a school
- Marketer - Ability to effectively promote the school's identity and value proposition, both internally and externally
- Commitment - Values long term professional commitments
- Education - an advanced degree is preferred

Personal Qualities

- Integrity - Possesses high moral and ethical standards
- Communication - Must be a clear communicator to ensure that mission, vision, and core values of the school are consistently marketed internally and externally
- Leadership - Must be a motivational leader
- Approachable - Accessible, responsive, and highly visible
- Collaboration - Ability to work collaboratively with Board of Trustees, faculty and staff
- Compassion - Must demonstrate a personal and caring approach for students, faculty, staff and the community
- Positivity - Must have a positive attitude, seek deep understanding, and embrace becoming a part of the St Luke's community

Challenges and Opportunities

- Recruit, hire, develop and retain the highest quality faculty and staff, promoting professional growth and opportunity, a collaborative spirit, diversity and high levels of accountability
- Ensure curriculum is robust and consistent throughout the school and enhance academic and co-curricular programs
- Ensure stability among a high functioning administrative team
- Increase student retention of existing families and enrollment of new mission appropriate students
- Clearly articulate and actively promote the value proposition and Episcopal identity of SLES to create a strong, unified school culture that is welcoming and attractive to internal stakeholders and the broader community
- Build strong relationships in the extended school community, including among alumni, past parents, former trustees, friends of the School and congregants of St. Luke's Episcopal Church
- Grow the school's endowment and continue efforts to strengthen the culture of philanthropy



How to Apply

Prospective candidates should send the following materials in a single PDF document to the search consultants.

- Letter of interest specifically addressing this position and school
- Resume (education and work experience with dates)
- Statement of educational leadership philosophy
- List of five professional references with contact information and relationship to the candidate
- **Application Deadline: August 1, 2023**

St. Luke's Episcopal School employs qualified persons of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the faculty and staff of the School. St. Luke's Episcopal School complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited employment discrimination on the basis of race, color, nationality or ethnic origin, gender, age, disability, veteran status, or any other characteristics protected by law.



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