



St. Martin's Episcopal Church has begun the search for a new Head of School for the preschool to begin duties in June 2021. The St. Martin's Episcopal preschool is a program that is more than 30 years old and has a well established reputation within the Houston community. The preschool has 265 students on average and serves children from 15 months through 5 years of age.

Mission Statement:

St. Martin's Episcopal Preschool provides a warm, affirming, Christian environment based on the larger church mission which is to seek and serve Christ in all persons. For over 30 years, the preschool has sought to educate the whole child in mind, body and spirit. Our priority is to work with each child to build a strong foundation in learning confidence.

Essential Functions Required:

- Creating a vision that represents the Christian ideals set by St Martins Episcopal Church as well as the evolution of best practices for working with young children
- Facilitating a hospitable educational climate
- Encouraging others in leadership
- Improving instructional quality when necessary
- Managing human resources to bring about needed improvements within the school
- Stewarding the finances within the school to maintain healthy levels of growth and financial sustainability
- Prioritizing a healthy line of communication between the school community, the board, and the church

Education and Experience:

- Bachelor's degree, Master's degree preferred
- Teaching experience
- Knowledgeable in early childhood education and development
- Business acumen with regard to balancing a budget and financial review

Additional Qualifications:

- Positive, energetic, and motivated
- Confident decision making and problem solving
- Strong delegator
- Role model and mentor for the spiritual mission of the school and growth among the faculty

All interested candidates should submit an electronic copy of the following to

hr@stmartinsepiscopal.org:

- Cover letter explaining interest and qualifications
- Current resume, including a statement of educational philosophy as it relates to early childhood
- Three professional and one personal reference, including contact information