



# Head of School Search

July 1, 2024

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**St. Mary's Episcopal School**  
505 E. Covell Road  
Edmond, OK 73034  
[Smesedmond.org](http://Smesedmond.org)



**The  
Education  
Group**



## Mission

To Provide Quality Academic Programs in an Environment Fostering Respect for Faith, Family, Others, and Self.



## Philosophy

St. Mary's educational philosophy is founded on the Episcopal tradition of academic excellence, regular worship, service learning, and physical well-being. Its purpose is to foster an education that seeks to develop each student academically while providing a values-centered, character-building education to prepare each student to live a creative, humane, and compassionate life, worthy of a child of God.





# OVERVIEW

St. Mary's Episcopal School is an independent Christian School located in Edmond, Oklahoma. St. Mary's educates children ages 2.5 through 5th grade, offering exceptional early childhood and elementary programming designed to help each child achieve his or her personal best. St. Mary's is fully accredited by the Southwestern Association of Episcopal Schools, which is recognized by the National Association of Independent Schools and the State of Oklahoma.

Its 51-acre campus in north Edmond features outdoor classrooms, athletic fields, walking trails, a fishing pond, and so much more. They believe that learning through experience is powerful, and they strive to give its students those opportunities.

## HISTORY

St. Mary's was established as a proprietary school housed in St. Mary's Episcopal Church in 1972. When the owner decided to close the school in 1977, the Vestry of the Church voted to continue the school as a parish day school and a ministry of the church. St. Mary's began with PreK and Kindergarten but over the years added elementary grades. The school held its first 5<sup>th</sup> grade graduation in 1995. For more than 40 years, St. Mary's has served the families of Edmond, Guthrie, Deer Creek, and beyond as partners in their child's first educational experiences. As a private preschool and elementary school, special care is taken by its faculty to meet each child where they are –the school's desire is to challenge each child's unique abilities and interests while guiding all students to be respectful, responsible, and resourceful.





# EPISCOPAL IDENTITY

St. Mary's is proud to be an Episcopal school, carrying on the more than 300-year tradition of Episcopalians providing excellence in education. Episcopal schools are a concrete expression of the Church's care for young people and their families and are of the belief that God calls us to love all of God's children.

Episcopal schools value scientific inquiry as a way of knowing God. They seek diversity because it exposes us to the expanse of God's creation and human experience. They strive to be inclusive because it outwardly manifests God's love for the world. Therefore, they regard science as our friend and diversity and inclusivity as expressions of God's love for the created order and love for our neighbor.

As part of its Episcopal identity, St. Mary's, while distinctly Christian, celebrates the varied cultures and families who make up its school. St. Mary's welcomes children and families of all faith, traditions and backgrounds. By incorporating regular worship, strong community life, service, and religious study into the fabric of the school, they lay a spiritual foundation based on love of God, love of neighbor, and an inquiring and discerning heart. These will guide children to find purpose, meaning and their place in the world.

At St. Mary's school, worship is an essential part of life. It is creative, inclusive, and age appropriate. Chapel orients the community toward God and strengthens relationships among students, teachers, and families. All students attend weekly chapel.



## THE ST. MARY'S WAY

The St. Mary's Way is the school's ethic of positive behavior and interaction with the world. It is used to guide all of its students, staff, and faculty toward becoming responsible and caring contributors in this world. It is more than just being "nice" or "polite". It is an age-appropriate primer that lays the groundwork for a life of working for justice and peace. Faculty discuss and role model positive behaviors to students and each other to set the stage for a lifetime of respectful attitudes.





# ACADEMICS

St. Mary's Episcopal School believes that fostering life-long learning and academic success requires the ability to think critically, demonstrate good character, communicate effectively, and collaborate with others as future leaders.

Academic excellence has always been a cornerstone of the challenging curriculum delivered in its nurturing environment that allows students to explore their questions, passions, and interests in a hands-on, experiential learning environment. Throughout its curriculum, teachers encourage creative problem solving, collaboration, and independent thinking. Social and emotional learning is also a top priority as they continue to nurture students and families, even during challenging times. The academics at St. Mary's are continuously informed by research that helps the school better understand how the brain works, how children learn, and how to routinely improve upon the design of its learning environment to serve each learner in it. St. Mary's is, at its core, child centered, and learner centered.





# ACADEMICS



**The early childhood years** are designed to harness the natural curiosity and joy in children. Teachers create a nurturing classroom environment where children feel secure to explore, engage, and learn. In these early years, the school offers a developmental program designed to stimulate growth in the areas of fine and gross motor skills, social and emotional development, and cognitive skills. Learning through play is also an instrumental part of its early childhood program.



**In elementary school**, students practice and master a high level of academic challenges while still experiencing the joy and wonder of learning. Small class sizes and a highly qualified faculty/staff provide the instruction and attention needed to bring out the best in each student. Teachers design hands-on experiences and direct lessons to provide thinking, engage conversation, foster relationships, and connect ideas and concepts.



**Enrichment subjects** are taught by subject matter experts and are an integral part of the curriculum for all ages. In this time children can explore their passions and discover new ones. Spanish is taught at all grade levels.

**Art and music** enhance the school curriculum by integrating different subjects in innovative ways. St. Mary's students engage in weekly art classes and have numerous performance opportunities including a large-scale musical production.



**A STEAM education** engages students as they explore the world around them, creating innovative solutions and communicating their results while studying science, technology, engineering, arts and math.

**St. Mary's before and after school program**, Beyond the Classroom, is a unique, award-winning program. In addition, the school offers many after school clubs and activities such as music ensembles, chess, sewing and cooking.





# PORTRAIT OF A GRADUATE

Through every age and stage, St. Mary's teachers are intentional about fostering independence, building character, and instilling confidence in its students. These foundational lessons are woven throughout every day - from Pre-K students practicing their public speaking skills to fifth-grade students leading chapel worship.

A St. Mary's graduate has had the time and opportunity to play, try new things, overcome fears, and tackle insecurities. They've taken part in incredible musical productions, presented to high school students in a science fair, spent time reading to kindergarten classes, and helped three-year-olds hang up their bags in the morning. They've greeted visitors to their classrooms with a smile and a handshake, recorded daily news for the school radio station, and served as acolytes in chapel. Through all these experiences, St. Mary's graduates launch from the school ready for the challenges and opportunities that await them in middle school. An overarching goal is to give students every chance to spread their wings within the safe bubble of elementary school, so when they leave, they have the confidence needed to soar.





# THE COMMUNITY

## SERVICE

In keeping with its Episcopal identity, St. Mary's Episcopal School recognizes the importance of allowing children the opportunity to grow in areas of giving and concern for others, as well as the opportunity to know that they can be a part of improving the lives of others. Recognizing the importance of following Jesus' commandment to love thy neighbor as thyself is represented through acts of giving and love.

Community outreach and helping others is a hallmark of St. Mary's. Kindergarten through 5th-grade students embrace a variety of service projects throughout the school year. The students and staff of St. Mary's are committed to going beyond volunteerism to include service learning in the classroom.

## PARENT ORGANIZATION

The school is incredibly fortunate to have an active, caring, and energetic Parent Organization (PO) that adds so much to the school. The purpose of the organization is to support the school, staff, students, and families of the school, with the goal of raising funds to support budgetary needs.

The PO sponsors school-wide functions such as a fall festival, a Christmas store, and Beau Geste, an annual auction. Using funds derived from parents, the PO provides for teacher appreciation activities and benevolence projects.







# ST. MARY'S EPISCOPAL SCHOOL FAST FACTS

## SCHOOL



**Established:** 1977  
**Grades:** PreK - 5<sup>th</sup>  
**Enrollment:** 260  
**Ethnicity:** 70% White,  
8% Latino/Hispanic,  
7% Black/African American,  
3% Asian, 3% American Indian  
**Student/Teacher Ratios:** Range  
from 6:1 in PK3 to 18:1 in 2<sup>nd</sup> to 5<sup>th</sup>  
grades

## FINANCE



**Tuition:** Ranges from \$3,959 in the  
early 3's program to \$10,228 in  
grades 1<sup>st</sup> through 5<sup>th</sup>  
**Financial aid/Faculty remission:**  
\$53,000  
**Annual Giving:** \$132,000  
**Operating reserves:** \$925,000

## Memberships & Accreditation



## FACULTY



**17** certified teachers  
**350** combined years of experience  
**11** Teacher Assistants  
**8** full and parttime administrative  
and support staff  
**9** Faculty / staff with advanced  
degrees



Oklahoma Private School  
Accreditation Commission (OPSAC)



# LOCATION

Edmond is a city in Oklahoma County, Oklahoma, and is a part of the Oklahoma City metropolitan area. Edmond is in the heart of Oklahoma, located at the crossroads of I-35 and historic Route 66. The city borders the northern boundary of Oklahoma City. The population was 94,428 according to the 2020 United States Census, making it the fifth largest city in Oklahoma.

The town of Edmond sprang up overnight during the great Oklahoma land run on April 22, 1889, when homesteads were staked around the Santa Fe Railroad station. The first mayor and city officers were elected in May 1889, and Edmond's population was 294 in the 1890 census. The first public schoolhouse in Oklahoma Territory, completed in August 1889, is in Edmond.

Edmond is an attractive city with plenty of exciting activities for all ages. The most famous tourist attraction, Arcadia Lake, features sandy beaches, hiking trails, camping grounds, and golf courses. Oak Tree Country Club, one of the premier golf courses in the state, is located in Edmond. Oak Tree features 36 holes of championship golf designed by legendary architect, Pete Dye. There is something for everyone in Edmond.





# The Position

In seeking its next Head of School, St. Mary's is looking for an enthusiastic, visionary leader with exceptional communication and interpersonal skills who can inspire the confidence and respect of the entire school community. The school seeks an experienced leader in the field of education who has the skills to grow a team and lead a school through growth; one who is known as a collaborator and has demonstrated skills in relationship building, mentorship and strategic thinking. The next Head of St. Mary's must be at ease making fair and firm decisions. The school seeks an individual with a passion for elementary education who will embrace its unique Episcopal identity. This individual must be committed to continuing the school's educational philosophy of academic excellence within a warm and welcoming environment. The Head of School is the sole employee of the Board of Directors, a dedicated group of volunteers at least 51% of which are members of the Episcopal Church.

For the complete job description, [click here](#).

Responsibilities begin **July 1, 2024**.





# PRIORITIES FOR THE NEXT HEAD OF SCHOOL



## Priorities include:

- Honoring the school's mission
- Improving effective communication among all constituencies
- Upholding standards of student conduct
- Upholding standards of academic excellence
- Maintaining a strong sense of community
- Continuing planning and implementation of the school's strategic plan
- Recruitment and retention of faculty
- Expansion of facilities

## Professional Qualifications

- Exceptional communication, collaboration, and interpersonal skills, warmth and sense of humor, and the executive presence to inspire the confidence and trust of the leadership team, faculty, students, parents, and greater SMES community.
- The energy and enthusiasm to lead and engage the community and create a culture of philanthropy by advancing the SMES mission and role modeling SMES values.
- The knowledge, experience, skills, and talent to lead and mentor the faculty, manage the school's daily life, lead the administrative team, and be this independent, Episcopal, school's community leader.
- The ability to lead innovative strategic planning for the school and the fortitude, confidence, and enthusiasm to carry out and achieve the strategic goals in consort with the board.
- Appreciation for the school's Episcopal identity
- Models a curiosity for life and life-long learning.
- A leader who is comfortable making fair and firm decisions.
- Demonstrated ability in leading a school through growth
- Demonstrated ability in leading and growing a team

## Personal Qualities

The successful candidate for this position will also possess the following qualities:

- A careful empathetic listener and life-long learner who possesses a growth mindset and eagerness to explore new ideas and approaches.
- A proven leader known for collaboration and communication skills.
- Knowledgeable and experienced in social emotional learning and can mentor teachers in helping students find joy in learning.
- Ability to recognize, embrace, and implement best-practices to help children achieve high academic standards that will best prepare them to thrive beyond SMES.
- An educator with a passion for elementary education who will embrace the school's unique Episcopal identity.
- Delights in being out and about on campus visiting classes, visiting with parents on the sidewalk, talking shop with teachers in their classrooms, and takes great joy in the company of children.





# How to Apply

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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

*St. Mary's Episcopal School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, or any other legally protected status in the administration of its educational, admission, financial aid or employment policies, or any other programs administered by the School.*



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