

Head of School Profile

Grace Episcopal Church & School
4040 W. Bellfort Ave
Houston, Texas 77025
www.graceinhouston.org



Summary

Introduction to Grace Episcopal School, Houston, Texas

Grace Episcopal School (GES) is a play-based Child Care Center in Houston, Texas serving children from 6 weeks up to 5 years old in Southwest Houston (Meyerland-Westbury-NRG Stadium area). The school is a ministry of Grace Episcopal Church, which has served the community for over 30 years. Since its opening in 1983, and under the guidance of the church, GES has built a strong reputation in the community as a warm, caring, and professional environment.

Program Overview

Grace Episcopal School is an outreach ministry of Grace Episcopal Church. The church is a diverse and inclusive community. The school is governed by a Board of Directors, which is comprised of active church members and parents enrolled at the school. The Director is an *ex-officio* member of the board. Grace has the capacity to serve 100 to 110 children depending on the availability of the class level and staff. We welcome children of all races, creeds, and ethnic backgrounds. We fill a need for parents working in the Texas Medical Center, Downtown and the Galleria looking for a nurturing place where their children can learn, grow, play, and flourish during work hours. Grace is a nonprofit organization that works to improve the quality of early care and education in the Houston area. It is licensed by the Texas Department of Family & Protective Services.

Our mission is to nurture each unique child in a structured, joyful, and secure community. We foster spiritual, physical, and educational potential to inspire a lifetime of curiosity and discovery. Our program is also designed to meet the developmental needs of young children and provide hands-on experiences that enhance their cognitive, linguistic, social-emotional, physical, and spiritual development. Our goal is to stay current with new research in childhood development and to apply the best practices within the field with the children under our care. We also strongly believe that parents and teachers should work as partners to provide the best possible care and education for children.

As an outreach of Grace Episcopal Church, the school operates with the philosophy that, like adults, children have spiritual needs. Ages 2 and above share weekly Wednesday chapel in the Episcopal tradition and parents are encouraged to attend as well. We also explore faith with children by celebrating specific religious holidays, by reading Bible stories and parables, and by responding appropriately and honestly with the children when they ask spiritual questions. We try to keep parents informed and invite them to expand these conversations in their family settings.

Ideal Candidate

The ideal candidate to be Grace's next Head of School is someone who will always start from a place of empathy, who is focused on the school's goals and who operates with respect for each individual and their unique contribution to the school. Qualifications include an individual who:

- Is an experienced and adept communicator with parents and others;
- Is a proven organizational leader;
- Is a creative problem solver.
- Is an inspiring and collaborative people manager;
- Is culturally sensitive and ready to serve all families regardless of race, ethnicity, sexual orientation, or faith;
- Is a trained educator, early childhood specialist, and curriculum leader;
- Will work with the Church, Rector, and School Board to expand a vision of shared ministry and strategic growth;

Skills/Experience Requirements

Personal Qualities

This friendly and family-like community looks for a leader who:

- Genuinely connects with young children and embraces where each child is developmentally;
- Is knowledgeable about educational trends and has a deep understanding of best practices for working with young learners;
- Demonstrates thoughtful and inspirational communication skills;
- Has high energy and deeply enjoys being an active, accessible, and visible presence in the life of the school (and church, when appropriate) while building strong, supportive relationships with all constituents;
- Possesses a leadership style that balances hands-on with strategic vision and broad oversight capabilities; and
- Demonstrates integrity, and the ability to listen, build trust, gather input and engage in appropriate consensus building.

Professional Qualifications

The successful candidate will:

- Hold a bachelor's degree in a field related to Early Childhood Development and/or commensurate experience, with a master's degree preferred.
- Familiarity with MS Windows, MS Office applications, and school management/communications software (currently using ProCare and Tadpoles).
- Share a strong commitment to the age-appropriate care and education of all children;
- Skillfully serve as a curricular leader, and have a proven record in recruiting, inspiring, mentoring, and supporting teachers and staff;
- Have experience envisioning, obtaining financial support for and implementing new strategic approaches that move the school organization forward;
- Understand the responsibilities necessary to successfully operate a school, including delivering a strong academic program, finance, operations, people management, and community building;
- Have teaching experience, preferably with young children;
- Be an experienced early childhood center administrator;

Responsibilities

Program Development

- Develop or modify curriculum to meet the needs of enrolled children and remain current with developments in the field and state & local requirements and standards.
- Establish and support a curriculum that embraces the beliefs held by Grace while maintaining a fun, educational and age-appropriate environment in accordance with the mission statement.

Staff Supervision/Employee Relations

- Lead the preschool staff in the operation of the preschool, including day-to-day operations and special events.
- Hire, train and supervise the preschool staff.
- Conduct faculty orientation.
- Complete faculty reviews: 90-day and annual.
- Plan, organize and promote professional development, training, and staff meetings.
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development.
- Work to promote a positive and inclusive employee environment.
- Arrange for substitute help in the event of staff absences.

Administration

- Day-to-day administration of the preschool, including the assignment of preschool staff, responsibilities and utilization of office/classroom space and resources.
- Prepare reports, policies, and procedures.
- Serve as the primary point of contact with all governmental and regulatory bodies in connection with the preschool.
- In conjunction with the Grace School Board, define policies of admission, attendance, tuition and educational goals and establish all other necessary policies, procedures or rules pertaining to the operation of the preschool.
- Plan and implement health and safety programs including universal health precautions, emergency procedures as well as facility and equipment safety. Ensure staff is trained properly in emergency procedures.
- Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.
- Manage all aspects of student admissions by maintaining accurate records of students, including the appropriate health history, immunizations, allergies, and limitations of each child.
- Maintain complete records pertaining to the operation of the school including necessary records for staff, government agencies, Governing Board and any other agencies as needed.
- Update registration, release forms, drop-off forms, student handbook, employee handbook on an annual basis.
- Ensure all office functions, including payroll, accounts payable and receivable, tuition billing and payment, human resources, and purchasing are maintained.
- Collaborate with the church Rector to coordinate the Shared Ministry Agreement, including shared space and shared expenses.
- Excited and able to take GES to the next level with NAEYC certification and improve on existing curriculum.
- Attend monthly and special meetings of the School Board.

Fiscal Responsibilities

- Operate Grace Episcopal School pursuant to the approved annual budget.
- Prepare annual commission report for the diocese.
- Prepare annual report for SAES.
- Maintain budget and/or purchase school supplies and food.
- Prepare annual IRS forms maintaining tax exemption status.
- Oversee budget planning, preparation, and review process.

Safety

- Establish processes to ensure the health and safety of students and staff.
- Ensure building complies with local, state and federal laws.
- Conduct safety checks around the building.
- Select and purchase equipment, supplies and materials as needed and as approved in budget.
- Conduct disaster drills (fire, severe weather, shelter in place, etc.) in accordance with state licensing requirements.
- Plan First Aid, CPR and all other required trainings.

Communications

- Maintain a system of home-school communication (Daily Activity Reports, school newsletter).
- Develop and maintain current and potential parent relations.
- Develop, plan, and implement recruitment from inquiry to enrollment.
- Develop and maintain community relations and outreach programs.
- Organizing/preparing fundraising events and school events.

Competitive salary, paid time off, health insurance, pension and retirement savings plan offered as part of employment agreement.

Send resume at cover letter to:

Rector@graceinhouston.org by October 28, 2022