



St Mark's
EPISCOPAL DAY SCHOOL

Head of School Opportunity

4114 Oxford Avenue | Jacksonville, FL 32210 | www.stmarksdayschool.org

OVERVIEW

St. Mark's Episcopal Day School ("the School") is a nurturing Christian environment that prepares children to learn and lead in our global community. As an elementary school, we focus on equipping our students for the future while also savoring the wonder, magic, and innocence of childhood. We design and provide learning experiences that build upon children's natural curiosity and allow for exploration while maintaining a culture that balances challenge, nurture, structure, and choice. Our approach to teaching fosters achievement and progress through hard work; inspiring and engaging young minds and attitudes to give students the best opportunity for success and happiness.

St. Mark's welcomes students of all faiths from age one through sixth grade. Our safe and beautiful campus along the St. Johns River is nestled amid shady tree-lined streets in a quiet neighborhood, conveniently located near downtown and easily accessed. Our students represent diverse backgrounds and reside in over 20 zip codes throughout Northeast Florida.

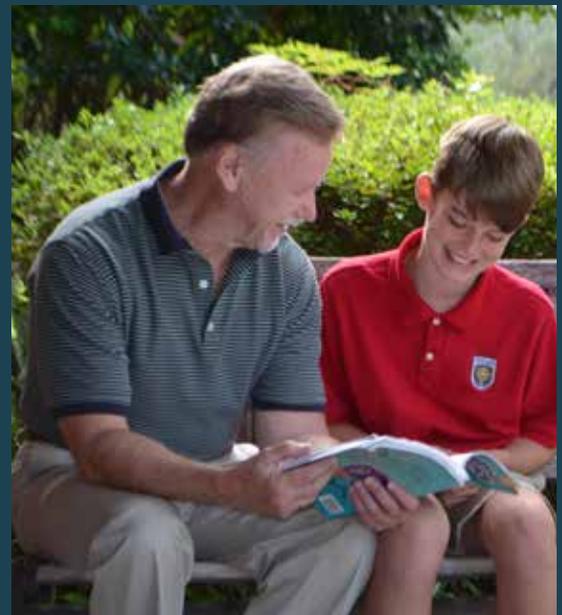
SCHOOL HISTORY

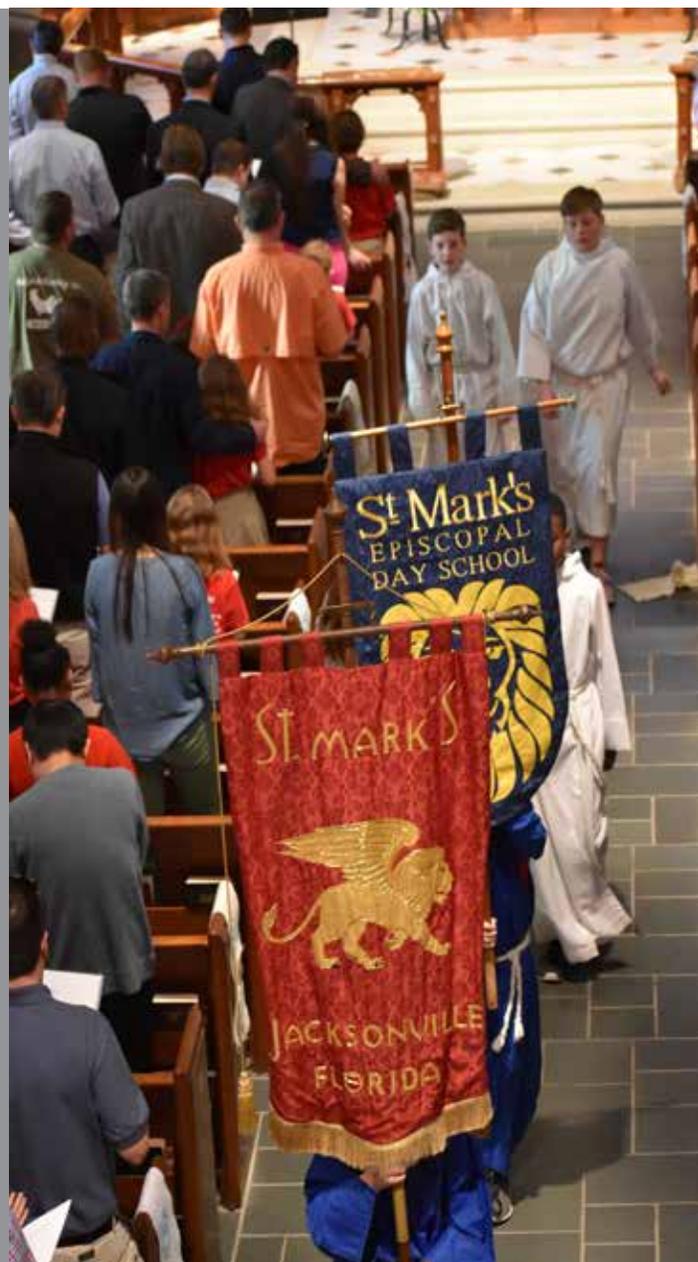
St. Mark's Episcopal Day School was founded in 1970 as an outreach mission of St. Mark's Episcopal Church in Jacksonville, Florida. The School was originally created as a non-profit Christian School, located on the grounds of the church. The purpose was to provide children with the finest quality education and citizenship training, given by dedicated teachers within a strong Christian environment. Founders of the School were committed to this concept of providing a balanced educational program for the spiritual, intellectual, social, and emotional growth of each child.

Father Robert Clingman was the Rector of St. Mark's Episcopal Church at the time of the School's founding. Over the years, St. Mark's Episcopal Day School has grown from an opening enrollment of 107 to over 300 students. Over 20% of families are also St. Mark's Episcopal Church parishioners. Current enrollment is 331.

AT A GLANCE

St. Mark's is accredited by the Florida Council of Independent Schools (FCIS), the National Association for the Education of Young Children (NAEYC), and the Board of Regents of the Episcopal Diocese of Florida. The School is a not-for-profit corporation organized under the laws of the State of Florida under the authority of, and as an integral part of the Protestant Episcopal Church, Diocese of Florida. Other memberships include the National Association of Independent Schools (NAIS), National Association of Episcopal Schools (NAES), Elementary Heads Association, and Educational Records Bureau.





Service and character are important aspects of the St. Mark's educational experience. The character education program blends the Fruits of the Spirit (from Galatians 5:22-23) with mindful learning. St. Mark's Pre-K and Kindergarten students attend Chapel twice each week, while grades one through sixth attend three times. (Kindergarten serves as acolytes in the Pre-K Chapels twice each week and then joins the Elementary Chapels later in the year with their third grade Chapel buddies.) These services provide leadership opportunities for our students and expose them to a variety of leaders in our community who come to give the homilies. We also utilize the location of our campus near the St. Johns River to enjoy regular "Chapel in the Park" services across the street for grades one through sixth during pleasant Florida weather. ELP II students attend Chapel lessons led by teachers and special guests once a week, while ELP I students regularly read Bible stories within their classrooms.

The Early Learning and Pre-Kindergarten programs have three dismissal options, with some children leaving at noon, and the majority staying for our Extended Day Program. Children eat lunch and nap, with another dismissal option alongside the elementary students at 3:15. Afterward, the Extended Day Program (EDP) is offered for all students until 6:00, with families having the option to pick-up at any time during the afternoon. Students are provided a snack, may participate in a variety of after school activities, as well as receive homework assistance during this time (as applicable).

St. Mark's after school activities begin with the Pre-K students, allowing them to participate in ballet (a collaboration with a neighborhood studio), martial arts, soccer, LEGOs, and cooking among others. As the children age, the offerings expand to also include artistry classes, debate, life skills, and sports (e.g., flag football, soccer, basketball, volleyball, cheerleading) to name a few current choices.

We also offer a full-year option for our young students which includes a summer day camp for students entering ELP II through entering Kindergarten. This camp is available to all students eligible for the program and is open during the regular school hours (7:15-6:00), reflecting a similar schedule and curriculum as offered during the academic year.



SCHOOL CHARACTERISTICS

St. Mark's is an Episcopal day school located in the Ortega community of Jacksonville, Florida. The surrounding residential neighborhood lends itself to providing the opportunity for many students to walk or ride bikes to and from school. Additionally, students, faculty, and families enjoy the gorgeous 5.7 acre campus with its canopy of moss-filled oak trees and open green spaces. The Church and School are joined by a beautiful green, which is often enjoyed for class parties and play.

There are four developmentally appropriate playgrounds, as well as a field, track, and outdoor basketball court for PE and recreational use. Additional learning spaces include two science labs, a music room, art room, library and an innovation lab. In April 2012, the School added the Lori Schiavone Commons, which includes an assembly hall, lunchroom, stage, full commercial kitchen, and the capacity for indoor sports.

St. Mark's currently has 331 students from age one through sixth grade. There are 75 total staff members including 39 faculty. The School offers the Early Learning Program (ELP I, for one year olds, and ELP II, for two year olds), the Pre-Kindergarten Program (Pre-K I, for three year olds, and Pre-K II, for four year olds), and the Elementary School (K-6). The ELP and Pre-K programs are accredited by the National Association for the Education of Young Children (NAEYC). St. Mark's graduates are accepted into the middle schools of their choice; typically The Bolles School, Episcopal School of Jacksonville, and St. John's Country Day School, as well as Catholic and public magnet schools in Duval County.



ABOUT JACKSONVILLE

Jacksonville is one of Florida's largest metropolitan areas and a popular location for many due to its convenient location, mild climate, reasonable cost of living, and high quality of life. It is also home to miles of beaches and waterways, the NFL's Jacksonville Jaguars, outstanding dining, a major symphony orchestra, and one of the largest park systems in the country. Our city also features a thriving economy and wonderful places to live. Jacksonville is home to three Fortune 500 companies and many diverse neighborhoods that suit a wide range of cultural tastes.



CHALLENGES AND OPPORTUNITIES

The next Head of School should be prepared to work in collaboration with the board, faculty, staff, and administration to address the following challenges and opportunities:

- After several decades of a stable student population, the School has experienced a decline in enrollment. The primary challenge for the next Head of School is to evaluate the community and contributing factors, and design a plan to reduce attrition and increase enrollment.
- Effective communication is the foundation for a trusting, thriving community. A challenge for the next Head of School will be to establish intentional avenues to communicate both internally and externally. He or she must develop and nurture the close relationships among the School community as well as the greater Jacksonville community.
- The successful advancement efforts confirm a strong commitment from the School's supporters. Building on this strength is important for the School's future.
- The School provides many enriching opportunities for students. Highlighting and enhancing the programs at St. Mark's to effectively promote what differentiates the School in the Jacksonville community will be important.
- The Church and School have a solid partnership, one from which both benefit. This partnership must be maintained.
- The School's 50th class will graduate in 2020. This creates a chance to celebrate the School's accomplishments and engage those stakeholders who are central to its institutional health.
- Often referred to as a family, faculty and parents at St. Mark's have enjoyed a close relationship. Fostering a culture of openness and support for both parents and faculty is a necessary component to the School's formula for success.

ROLE OF HEAD

The Head of School shall serve as the Chief Executive Officer of the School and an Ex-Officio member of the Board of Trustees, and will report to the Board of Trustees. The Head of School will be a practicing Christian, preferably of the Episcopal faith, and will bring a positive, collaborative approach to continue innovation to the School.

Essential Duties and Responsibilities

The Head of School will be responsible for the day to day operation of the School, as well as play a key role in the Board's overall assessment of school, board, teacher, and student effectiveness.

General Duties

The Head of School will carry out general duties, which include but are not limited to:

- Responsible for the conduct of academic, athletic, extracurricular, and subsidiary activities of/or sponsored by the School.
- Devote his/her full time, best efforts, skills, and attention to the performance of those functions usually associated with the administration of an independent school and shall perform them faithfully, diligently, competently, and in a manner consistent with the policies of the School as may be determined and amended from time to time.
- Provide support and manage the development of new programs and curriculum, annual giving/fundraising, long range policy planning, and development and implementation of enrollment and marketing programs for the School.
- Assure all requirements are met to maintain the School's accreditation.
- Advise the Board of concerns or issues facing the School and shall suggest to the Board policies, rules, regulations, and procedures for implementation as the Head of School believes are necessary or desirable for the optimum operation of the School.
- Abide by all lawful by-laws, policies, practices, procedures, or rules of the School as may be amended from time to time.



Specific Duties

The Head of School will also carry out specific duties, which include but are not limited to:

- May or may not be a member of the Parish but must have an understanding and appreciation of the Church's canonical structure and the School's identity as an Episcopal Church School.
- Serves as the professional education leader of the School, articulating the School's mission to its constituencies.
- Has the duty to report to the Board on school matters and is accountable to the Board and Rector.
- Responsible for the professional quality, behavior, and morale of the faculty and staff.
- As chief administrator of the School, the Head shall prepare and carry out the operating plan and annual budget as approved by the Board.
- Working under guidelines established by the Board, the Head of School shall:
 - select, evaluate and dismiss faculty, staff and students
 - determine individual staff salaries
 - organize professional education and development of teachers
 - select curriculum for development and review
 - establish academic and behavioral standards as well as discipline and guidance
 - help develop and manage the budget
 - manage purchasing and supervise maintenance of the physical plant
- Responsible for providing leadership in planning for the future of the School.
- Works closely with the Rector and the Chair, jointly planning Board agendas and other matters pertaining to the Board's responsibilities.



HOW TO APPLY

Interested candidates should submit the following:

- Cover letter, explaining what you believe you would bring to the St. Mark's community as Head of School
- Resume
- List of five references with contact information

Please send these materials to: employment@stmarksdayschool.org

St. Mark's Episcopal Day School is an equal opportunity employer.

All employees are required to undergo a background screening before hiring.