



SAINT EDMOND'S
A C A D E M Y

Head of School

SEARCH PROSPECTUS



ST. EDMOND'S ACADEMY

WILMINGTON, DE

www.stedmondsacademy.org

START DATE – JULY 2022

Partners in Mission School Leadership Search Solutions, LLC



ABOUT ST. EDMOND'S ACADEMY

St. Edmond's Academy in Wilmington, Delaware was founded by the Brothers of Holy Cross in 1959 and is an independent Catholic primary school educating boys from early childhood through grade 8.

The St. Edmond's approach is grounded in rigorous academics, inspiring arts, and competitive athletics. Students grow through an understanding of themselves and of the essential values of compassion, trust, and acceptance.

Infused with a belief in Christ's gentle, strong teachings, along with Blessed Basile Moreau's "eyes of faith," and with St. André Bessette's simple humility, St. Edmond's Academy story is a rich one emphasized by character education placed side by side with instruction, heart, and mind together.

The campus includes 25 acres of land. It has 30 classrooms, a state-of-the-art science lab, a field house, an art room, chapel, two libraries, a model train room, choral room, band room, cafeteria, two gymnasiums, extended day care facilities, a 450-seat auditorium, a baseball field, soccer field, and a 400-meter all-weather track. The school currently has around 2200 alumni.

ALUMNI QUOTES

I am a professor of international affairs at the Bush School of Government and Public Service, Texas A&M University and the head of the School's International Affairs Department. My own academic work is focused on the contemporary politics of the Middle East.

F. Gregory Gause '72

MISSION

Saint Edmond's Academy is a community of families, educators, and partners inspired by the values of the Gospel. In the Holy Cross tradition, we are committed to the education of young boys from Early Childhood through 8th grade. Incorporating contemporary thought with individualized instruction, a challenging 21st century curriculum, and a focus on the core values of heart, mind, hope, zeal, and family, Saint Edmond's Academy develops boys of character in a community of faith.

CORE VALUES

As one of just twenty Holy Cross Catholic schools in the US, we are dedicated to empowering our students with Holy Cross Catholic values for life. From a young age, students develop an understanding of five core values distilled from the writings of Blessed Basil Moreau- heart, mind, hope, zeal, and family. Students learn to respect themselves and those around them, embracing the likeness and differences of all. We believe in a safe and positive learning environment for all of our students. We believe students learn in different ways and must be taught effectively to meet their individual needs. We believe that learning the fundamentals provides the necessary framework for academic success. We believe in providing a holistic education—through academics, athletics, and the arts, as well as spiritual and social growth.

Diversity, Equity, and Inclusion

In the Holy Cross tradition, St. Edmond's Academy recognizes the dignity of all people and pledges its commitment to a diverse, equitable, and inclusive learning environment. The school considers those values in every aspect of their work, including policy, programming, professional development, family engagement, and student services.

Currently, their curricular approach to inclusion rests in the English Language Arts department, recognizing the power of language in the creation and perpetuation of social constructs.

Fundraising efforts over the past few years have enabled the school to develop "Representation Libraries" in middle and upper form classrooms, as access to a wide range of experiences nurtures students' cultural competence and enhances their ability to examine complex global issues. With the support of St. Edmond's librarian, reading lists and classroom libraries will continue to be thoughtfully curated to feature characters from a variety of economic situations, ethnicities, religions, family structures, citizenship, races, genders, and abilities.

St. Edmond's feels called to examine the school's role, by action or inaction, in perpetuating societal inequities. They commit to the introspection, listening, and hard work necessary to chart a path forward. In this and every

endeavor, St. Edmond's draws guidance from the Gospel of John, "it is by your love for one another that all will know you as my disciples"

Governance

The school operates with a 16-member Board of Directors. Additionally, there is a 5-member Corporate Board.

Accreditation

Saint Edmond's Academy is fully accredited by the Middle States Association of Colleges and Secondary Schools. Additional Memberships and Affiliations include Congregation of Holy Cross, National Catholic Educational Association (NCEA), Association of Delaware Valley Independent Schools (ADVIS), International Boys' School Coalition (IBSC) and Delaware Association of Independent Schools (DAIS). The Academy has also been awarded the Shield of Protection as partners of the Beau Biden Foundation for the Protection of Children.

ACADEMIC PROGRAM

Lower Form (Early Childhood – Grade 4)

The Academy's Lower Form is home to students in Junior Kindergarten through Grade 4. During these formative years, emphasis is placed on the academic, social, and spiritual growth of students. Young scholars explore, discover, build, and create as they learn new concepts and acquire new skills.

The Lower Form gathers weekly to pray, learn social skills, share news and ideas, problem-solve, and celebrate. To meet the various instructional levels of students, the Academy offers a differentiated curriculum, rich in Literacy (reading and writing), Science, Mathematics, Social studies, and Religion. Literacy development encompasses a significant part of each day. By 2nd grade the mathematics curriculum begins to accelerate at a quicker pace



ALUMNI QUOTES

I graduated from Archmere Academy in 2015 and am a proud Temple University graduate as well. I am currently employed with BPGS as a project engineer. My 'proudest moment' in the role thus far has been opening Talen Energy Stadium's VIP Tunnel Club for the Philadelphia Union's first ever home playoff game.

De'Joun Lee '11



with the second half of the school year primarily focusing on multiplication and division. Mathematical understanding, fluency, and problem-solving are emphasized during each lesson. Technology is integrated into daily lessons.

For those requiring reading intervention, St. Edmond's provides small group or individualized instruction. Students gain familiarity of Spanish through singing, reading, writing, and speaking with a Spanish teacher 2x-3x per week depending on grade level. iPad carts are also available at every grade level (through grade 5) for research, writing, collaboration, and creation.

Middle Form (Grades 5 and 6)

Grades 5 and 6 are a blend of support and independence. Students are expected to keep a planner and log into their Gradelink and Google Classroom accounts on a regular basis. Students in grades 5 and 6 are provided with the organizational, study, and note-taking skills to help them become responsible and self-sufficient students. Right-sized classes combined with the appropriate blend of support provides students with opportunities to interact with their teachers as often as necessary and to collaborate with peers in a more deliberate manner.

A dynamic curriculum of Integrated Language Arts, Mathematics, Science, Science Lab, Spanish, Social Studies, and Religion is designed to inspire and challenge students. In the Middle Form, Grades 5 continues the Lower Form program using Open Up Resources for Bookworms Reading and Writing. As students' progress into grades sixth through eight, the program shifts to a novel and anthology-based program. Students are encouraged to develop

ALUMNI QUOTES

I graduated from the US Senate Page Program on June 5, 2015 and was appointed in January 2015 by Senator Christopher Coons (D-DE). Currently, I work as a SAR Analyst for NewDay USA.

George Frankel '12.

critical thinking skills through reading comprehension.

Upper Form (Grades 7 and 8)

Curriculum, at this level, focuses on critical thinking and problem solving. In the Upper Form, Saint Edmond's Academy continues the anthology-based reading program but is enhanced by novel studies. Sadlier's Grammar for Writing workbooks continue to be an integral part of Upper Form grammar instruction. Learning how to use text and research to defend a position or stance is a concept practiced throughout all content areas. By the end of 8th grade year, students complete a Capstone Project on a global issue that requires extensive research, documentation, and analysis of data and solutions.

The goal of the mathematics program is to combine a strong foundational program of basic facts and number sense with a critical thinking approach to mathematics. With Mathematics classes meeting every day for 60 minutes, students acquire the skills to be successful in this rigorous program.

Upper Form science at St. Edmond's Academy involves developing effective lab skills, academic proficiency, and higher-level critical thinking skills. Discussions of ethics help students to view science as an evolving process needing conscious awareness of its possible outcomes.

Technology

St. Edmond's Academy is committed to exploring and implementing the latest technological advancements. There are SMARTBoards® in all classrooms and students have Gradelink accounts in addition to their Google Classroom and GMail Accounts.

Students in grades 6-8 are part of the 1:1 iPad program. Its decade-long



impact has been significant. The SEA 1:1 iPad Lease Program starts in the 6th grade with a required leasing model for the acquisition of the iPads. Specifically, students in the Class of 2022 are required to lease the iPad from SEA. The leasing model ensures all students are working with identical school apps and allows the administration to manage the student iPads more effectively.



MOTTO

***Educating
Hearts &
Minds Since
1959***

Andre Program

The Academy's Andre Program helps 4th-8th grade students with diagnosed, mild learning differences. Such diagnoses can include attention deficits, auditory processing, reading and math disabilities.

The Andre Program team uses a combination of in-school assessments, work samples, teacher and Andre staff observations, educational testing and/or educational plans from previous schools, and parent input to identify students for the Andre Program.

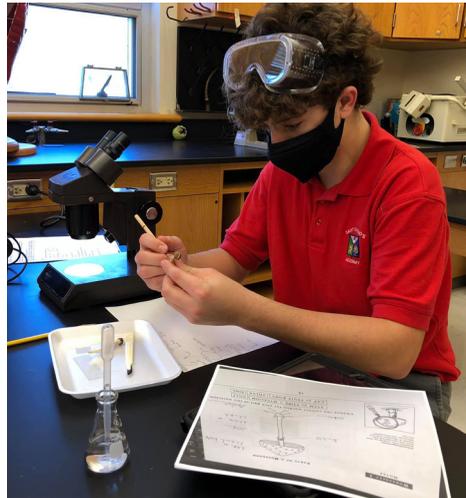
The same criteria are used to develop the student's Action Plan. The Action Plan puts into place the accommodations and recommendations that help the student to adjust to our rigorous curriculum. Action Plans are unique to each student and designed to meet his individual needs, as well as to provide consistent communication to all who work with the student.

The level of support a student receives through the Andre Program varies depending upon his needs and is to be determined by the Academy. A fee-based program, the Andre Program offers support through small group meetings, enrichment programs, and after-school help. The Andre Staff also provides additional support to all students with a regular presence in the classroom setting.

Post-Graduation

Academy students go on to enroll at Archbishop Carroll, Archmere Academy,





Cab Calloway, Charter School of Wilmington, Christ School, Delaware Military Academy, The Episcopal Academy, The Haverford School, LaSalle College High School, Malvern Prep, Roman Catholic, Saint Andrew's, Saint Elizabeth's, Saint Mark's, Salesianum School, Sanford School, St. Joseph's Prep, St. Thomas More, Tatnall School, Tower Hill, Westtown School, and Wilmington Friends School.

Extended Day

St. Edmond's Academy offers before and after school care for grades JK-8. This provides families with the convenience of having their son in school as early as 7:00 AM in a supervised setting. After School Care immediately follows dismissal and runs until 5:30 PM.

CO-CURRICULAR OPPORTUNITIES

Saint Edmond's Academy provides many opportunities for students to share their talents and sharpen their skills. Programs offered include arts, competitive athletics in several leagues, choral music, instrumental music, performing arts and a unique enrichment opportunity at each grade level. Summer Workshops in dramatic and musical theatre are offered on campus through Shoestring Productions.

THE ARTS

The arts at St. Edmond's features a team of talented and dedicated music, art, and theater faculty who encourage students to discover and develop their natural artistic and musical abilities. The school encourages students to seek performance opportunities within the school community including the Talent Show, Christmas Concert, Spring Musical, Evening of the Arts, Liturgy and within the community at-large at one of the several prestigious events where Academy students are invited to perform.

The choral program consists of Academy Chorus and Liturgical Ensemble, and for more experienced students, the Academy Singers and Men's

Ensemble where singers may look forward to the challenge of auditioning with the All-State Chorus (grades 7 & 8 only).

Instrumental Music and Band Program has several ensembles including Concert Band, Lancer Band, or Jazz Band. Jazz Band members are exposed to a wide variety of musical styles in a traditional big band setting including swing, Latin, rock, funk and others. 4th through 8th grade instrumental students have the opportunity to take private lessons after school.

ATHLETICS

In the Fall, Academy students may take part in Soccer (Grades 4-8), Instructional Soccer (Grades 1 & 2), and Cross Country. The winter sports season includes basketball for grades 3-8.

Additionally, a conditioning or instructional program may also be offered. In the Spring, the Academy offers Lacrosse and Track for students in grades 3-8, Instructional Track for students in grades 1 & 2, Instructional Lacrosse for students in Early Childhood-Grade 2, Baseball for students in grades 7-8, and Touch Rugby for all students in grades 3-8.

During 2020 and 2021, the Lancers won several Varsity and JV Basketball CDOW Championships ('21 C-1 Division Varsity)('21 Y Division Varsity)('20 Tiger Tourney Varsity Champs)('20 JV-3) as well as the 2019 Suburban 7s Rugby Championship and CYM '19 Runner Up for Varsity Soccer.

THE POSITION





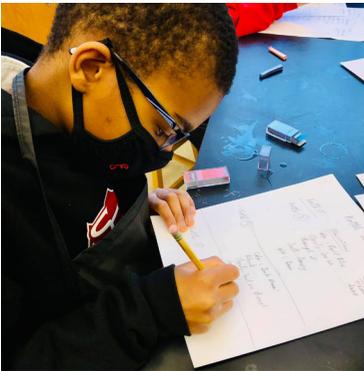
The Head of School of Saint Edmond's Academy serves as the Chief Executive Officer of the Academy. The Head of School shall be the designated spokesperson and representative for the Academy. In collaboration with the Administrators and the Board of Directors, he/she sets the spirit and tone of the Academy, striving to maintain the legacy of a strong Christian atmosphere based on the teaching of the Catholic Church and the vision and values of the Brothers of Holy Cross.



The appointment of the Head of School is a reserved power of the Corporate Members who develop and oversee the selection process. The Head of School shall be appointed for an initial three-year term and may be reappointed for subsequent three-year terms. The Corporate Members will consult with and include the Board of Directors in the selection process for the Head of School when such is called for.

Responsibilities

- The Head of School shall have a thorough understanding of the Academy's advancement strategy and will oversee all advancement activities including annual giving, capital campaigns, grant submissions and alumni relations activities.
- The Head of School shall be responsible for the overall fiscal management of the Academy including hiring the fiscal manager with the advice and counsel from the Chair of the Board and the Chair of the Finance Committee of the Board.
- As an ex-officio member of the Board of Directors (without voting rights), the Head of School shall plan and prepare the agenda for the Board meeting in consultation with the Chair of the Board. The Head of School shall also be a member of all committees of the Board. He/she shall be responsible for communication with the Corporate Members and with the Board of Directors in matters that pertain to the conduct of business of the Corporate Members and the Board of Directors.
- The Head of School shall be the liaison between the Board of Directors and all of the constituent groups of the Academy community.
- The Head of School shall be responsible for the implementation of the policies, procedures, and decisions of the Board of Directors, either personally or through designated administrators of the Academy.
- The Head of School shall hire, supervise, and evaluate the Principal and other administrators.
- The Head of School shall assist the Principal with faculty observation and evaluation.
- The Head of School shall oversee the preparation of the annual operating budget by the Director of Finance and Facilities and will



prepare the annual capital budget. He/she shall ensure the effective administration of the budgets after approval by the Board of Directors. In addition, the Head of School is responsible for ensuring that the annual budgets proposed to the Board reflect a balance of the Brothers of Holy Cross' broad values and institutional operating realities.

- The Head of School shall sign all employee contracts and shall have final authority in reviewing contracts that have been initiated and negotiated by any other administrator. The Head of School shall make the final decision regarding the recommendation for termination of a contract.
- The Head of School shall oversee the development and maintenance of the physical plant and facilities. The Head of School shall oversee the hiring process for the physical plant and facilities personnel. He/she may delegate supervision and evaluation of physical plant and facilities personnel as appropriate.
- The Head of School and Principal shall plan and supervise faculty meetings and professional days.
- The Head of School shall maintain faculty and staff personnel files.
- The Head of School shall have the authority to dismiss a student from the Academy

OPPORTUNITIES AND CHALLENGES

Similar to Catholic schools across the country, St. Edmond's Academy faces the critical challenges of: sustaining and growing enrollment in a highly competitive market with a shrinking pool of prospective students, providing fair and competitive compensation for faculty and staff, implementing robust contemporary curriculum and related student learning experiences, keeping tuition at affordable levels, providing adequate levels of tuition assistance, and continually updating facilities to support academics, athletics, the arts and co-curricular activities. Supported by passionate parents, alumni, and other stakeholders, the school consistently meets its challenges and views them as opportunities to grow stronger in service to its students and the community.

The ideal candidate will be able to articulate a direction and priorities for the school through the implementation of a strategic plan and have experience in overseeing and utilizing opportunities with and among other educational institutions. As a visible presence within and outside of the school community, the Head of School must be able to advance the marketing and advancement initiatives of the school. Ideally, the successful candidate will have significant executive leadership experience, expertise in financial and business management, and a proven track record of acquiring funds through the solicitation of major gifts and capital campaign contributions. The Head of School will advance St. Edmond's Academy by identifying, cultivating, and developing partnerships and philanthropic support that will

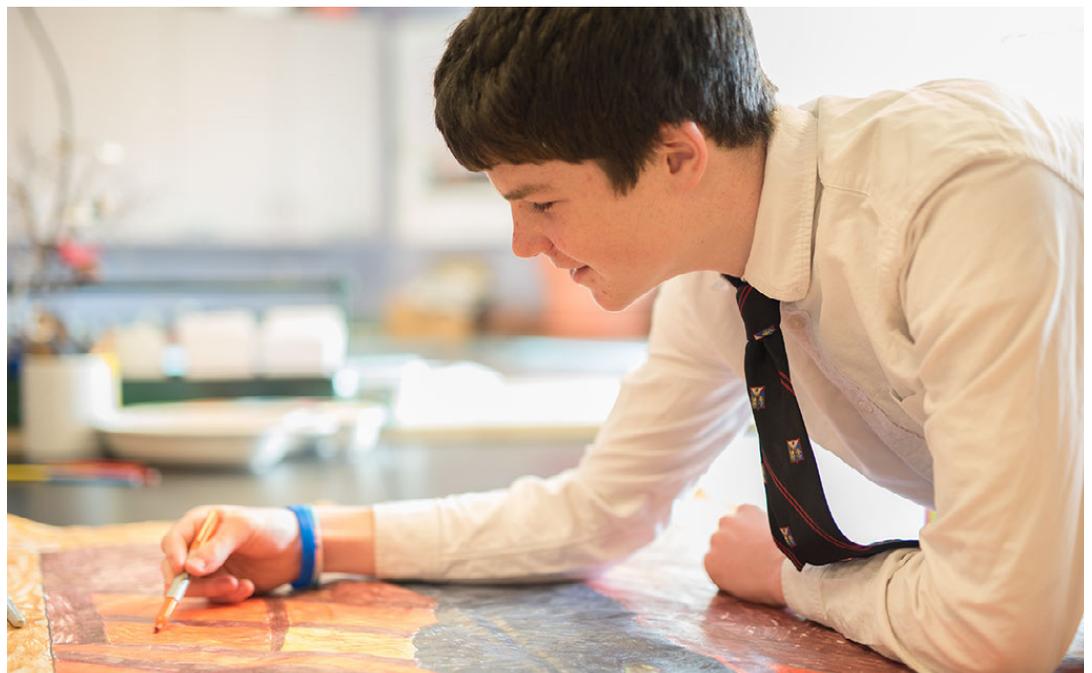
ensure a vibrant future for the school. Candidates should possess exemplary communication and relationship building skills that inspire confidence and collaboration.

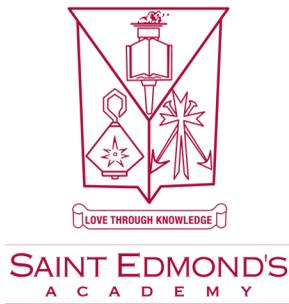
Finally, the new Head of School should have a passion for Catholic education, particularly the single gender education of young men, possess an understanding of the Head of School model of administration, and be comfortable working with a committed Board of Directors and the Brothers of Holy Cross.

Applicants are expected to be faith-filled practicing Catholics in good standing with the Church and possess an advanced degree in an educational field. Salary is competitive and commensurate with experience. The next Head of School is expected to be available to start in July 2022.

QUALITIES AND CHARACTERISTICS

- Practicing Catholic in communion with the Church who is a faith-filled and Christ-centered servant leader that embraces, models, and champions the traditions and values of Catholic education.
- Advanced degree in an education or business-related field with a full understanding of the challenges and opportunities facing Catholic education.
- Proven capacity in leading mission-critical functions of budget and financial management, institutional growth and development, and high-level fundraising and philanthropic efforts.
- Executive presence that inspires confidence, passion, and persistence amongst all constituents and stakeholders.
- Accomplished visionary able to lead this distinguished Catholic school





community while ensuring success for all students, based on high standards of excellence.

- Exceptional communication, interpersonal, and public speaking skills while serving as the highly visible public face of the school community in building constructive relationships with all stakeholders that inspire crucial support in its marketing, enrollment management and fundraising initiatives.
- Accessible and approachable leadership style, with the capacity to relate to all internal and external constituents while being extremely visible and interactive on campus and at school-sponsored events - locally and beyond.
- Well-versed in creating the conditions for market leadership in a highly competitive private education environment. Familiarity with the local market is a plus.
- Inspirational, humble, and authentic mentor who instills leadership in others.
- Must be able to establish immediate rapport and trust with learning, parent, alumni, and civic communities.
- Skilled at identifying, attracting, developing, and retaining high-quality and mission-driven professionals with a commitment and passion for delivering a transformational Catholic educational experience.
- Fair, fun, and compassionate executive who embraces collaboration while leading with missionary zeal.

APPLICATION PROCEDURE

- To apply, please submit the following four documents, confidentially, and as separate PDF attachments.
 - » Letter of Interest that aligns your experiences and skill sets with the current needs of the school as you understand them.
 - » Statement of Catholic educational leadership philosophy.
 - » Current resume with all appropriate dates included.
 - » List of five references with names, phone numbers and email addresses. No references will be contacted without your knowledge and approval.
- Please include St. Edmond's Academy in the subject field.



Assemble all of the application materials in one email to:

Michael Furey, Partner
mikefurey@partnersinmission.com
Partners in Mission School Leadership Search Solutions, LLC
8 Nicklaus Way | Mashpee, MA 02649
570-730-2655 (Cell) | 877-738-4810 (Office)
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Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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