Opportunity Statement

Head of Upper School

Saint Thomas' Episcopal School | Houston, Texas
July 1, 2027 Start Date

Founded in 1955 and located in Houston, Texas, Saint Thomas' Episcopal School (STE) is a thriving PK–12 parochial school that combines academic rigor with a strong commitment to character formation. STE is recognized nationally for its distinctive integration of classical education, the Scottish Arts, and Episcopal identity. With an enrollment of 650 students, the school cultivates an intimate yet ambitious learning environment where high standards, tradition, and joyful community life flourish together.

At STE, six enduring core values—Honor, Christian Faith, Love, Discipline, Excellence, and Respect—form the foundation of daily life. All students and faculty attend a traditional daily chapel service, relying on the 1928 Book of Common Prayer. Sacred studies are part of the required curriculum. Students learn not only in classrooms but also through rich opportunities in athletics, clubs, and STE's world-renowned Scottish Arts Program (Highland Dance, Bagpipes, and Drums), which has achieved multiple national and world championships.

Our Upper School is known for its focus on academic excellence, its large number of AP and post-AP advanced courses in most disciplines, and competitive college admissions. Students also participate in robust extracurricular programs including athletics, Scottish Arts, Mock Trial, Yearbook, Junior Classical League, and fine and performing arts.

The new Head of Upper School should be a dynamic leader with experience in an Upper School setting; a committed Christian who embraces our Episcopal Identity statement; and a faculty mentor who can communicate what excellence in Christian classical education looks like in the 21st century.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Maintain congruency between the STE mission statement and all activities within the Upper School.
- Function as the chief articulator of Upper School programs, expectations, behavioral guidelines, and policies.
- Lead curricular improvement efforts in the division, coordinating with leadership in Middle School to ensure programmatic alignment schoolwide.
- Conduct informal and formal faculty evaluations and provide feedback.

- Advise faculty in need of instructional coaching, and assist in authoring growth plans.
- Monitor and direct daily activities of faculty, including classroom management, procedures, duties, documentation in Veracross, and communication with parents.
- Make recommendations to the Head of School regarding the hiring, retention, and assignment of faculty.
- Establish programs for the orientation of new teachers and for in-service training of all Upper School teachers.
- Act as the parent/student point of contact for matters that cannot be addressed by the teacher.
- Oversee student discipline and document disciplinary action.
- Make recommendations to support struggling students and document necessary procedures and actions.
- Serve on the Upper School admissions committee and conduct interviews and evaluations of prospective students/ families.
- Create and send a periodic newsletter to the Upper School community highlighting upcoming events, recent accomplishments, and other items of interest.
- Oversee the coordination of trips, special programs, and events.

Education / Certification: Master's degree required

Experience Required: Minimum of 4 years relevant leadership experience

Desired Attributes:

- A strong mission fit ("forming honorable men and women through a classical education grounded in a Christ-centered worldview").
- Great communication.
- High visibility and presence in developing relationships with teachers, students, and parents.
- A strong sense of leadership in instruction and curriculum.
- Expertise in classical education and ability to articulate what makes STE distinct from the many exceptional elite private schools in the Houston market.
- Personal commitment to Christian faith and ability to speak and lead in worship settings.

Application Instructions

Qualified applicants may submit a cover letter, resume, and completed application (available at stes.org) to Jeri Wisdom, Director of HR, at wisdom.jeri@stes.org.