



Head of School Search

St. James Episcopal Day School

445 Convention
Baton Rouge, LA 70802

stjamesdayschoolbr.org

Mission

St. James Episcopal Day School, a ministry of St. James Church, is committed to developing each child's unique gifts by providing a strong foundation combining academic excellence and spiritual formation within a warm, loving, Christian community.

**Blue Ribbon School
2009 and 2015**

**Apple Distinguished School
2017-2019**

**Accredited by
Southwestern Association
of Episcopal Schools**

ST. JAMES EPISCOPAL DAY SCHOOL

Located in the heart of downtown Baton Rouge, St. James Episcopal Day School (SJEDS) provides a warm, nurturing environment and a developmentally focused curriculum to children from two years old through the fifth grade. Historic, architecturally significant buildings are home to SJEDS, a two-time U.S. Department of Education Blue Ribbon school winner and a School known for its innovation in combining a traditional education with advanced technology. A small student:teacher ratio and a warm, loving Christian environment provide the setting for meaningful academic and personal growth.

Founded in 1948 as a Kindergarten, SJEDS was given official status by the Vestry of St. James Episcopal Church in 1951. Multiple generations continue to choose St. James primarily for three reasons: the rigorous curriculum, the warm and loving family environment, and the strong Christian foundation.

The School is well known for its ability to challenge its strongest students while supporting and guiding students who struggle. Parents cite the School as a "joyful space" and visitors quickly agree with this assessment. The morning gathering of students of all grades illustrates the caring community, with older students taking time to greet and help their younger schoolmates. One parent describes St. James as the "warmest, most gracious environment I have ever seen" while another relates that, when looking for schools for their child, their visit to St. James, the first of four appointments of the day, caused them to cancel the other three.

Enrollment has declined in recent years, due largely to administrative issues but also because of increasing competition from other schools, public, charter, and private. St. James has recently engaged School Growth, a national enrollment consulting firm, that is working with the School and a new Director of Admissions to increase enrollment.

"St. James Episcopal Day School serves 2 years through 5th grade students in a warm, loving Christian environment."

St. James Episcopal Day School

SJEDS BY THE NUMBERS

STUDENTS

Total: 274

Two-Year Old Program: 12

PK 3: 23

PK 4 to 5th grade: 239

STUDENT DIVERSITY

Students of Color: 6%

Girls: 55%

Boys: 45%

FACULTY

Full Time Faculty: 46

Faculty With Advanced

Degrees: 14

2018-2019 OPERATING BUDGET

\$3.4 Million

SCHOOL ENDOWMENT

\$1 Million

TUITION

Two-Year-Old Program and

PK 3: \$7,735

PK 4 to 5th Grade: \$9,770

The School and Church enjoy an extremely close and positive relationship. The Rector, Father Chris Duncan who came to St. James in 2018, is totally committed to the success of the School and has taken an extremely active role in filling the gap resulting from the unexpected resignation of the Head of School in April 2019. The School has hired as its Interim Head of School The Reverend Dr. Michael C. Kuhn, an Episcopal priest and experienced Head of School, to guide St. James through the 2019-2020 school year.

THE POSITION

St. James Episcopal Day School seeks an inspirational and committed Head of School to begin July 2020. The ideal candidate will foster the traditions, relationships, and practices that determine the School's climate and culture.

The Head of School will lead all daily school operations including admissions, staff relations, and parent communication. The Head sets the tone and models the values of the School in interactions with students, families, staff and the community. It will be essential to continue the learning environment of SJEDS that is committed to a traditional curriculum, innovative teaching practices, integration of technology, and strong professional training and growth.

The Head of School is the sole employee of the Board of Trustees and reports to the Rector and Board. S/he leads an administrative team including the Assistant Head of School, Day School Chaplain, School Counselor, Director of Accounting, Director of Technology and Innovation, Director of Admissions, and Director of Development.

MISSION

St. James Episcopal Day School, a ministry of St. James Church, is committed to developing each child's unique gifts by providing a strong foundation combining academic excellence and spiritual formation within a warm, loving, Christian community.

St. James Episcopal Day School is a faith-based school serving Pre-K 3 through 5th grade with a recently added two-year old program that began in the 2018-2019 school year.

PHILOSOPHY

St. James Episcopal Day School is dedicated to the concept of a traditional yet innovative curriculum with developmental emphasis presented in a warm, loving, Christian environment.

The School's goal is to reinforce Christian values and the God-given dignity and individuality of each child as expressed through the Episcopal tradition. Within this framework, we stress the pursuit of academic excellence, the development of self-esteem and emotional well-being, as well as the respect for all individuals.

OBJECTIVES

- To encourage the unique gifts of each child.
- To encourage spiritual formation.
- To encourage academic excellence.
- To nurture individual potential in each student.

PROGRAM

St. James offers an accelerated, integrated curriculum based on high expectations and best practices, which exceeds national and state standards. Students participate in a variety of instructional strategies and collaborative efforts such as project-based learning, problem solving groups, partner teaching pairs, and authentic assessment. SJEDS focuses on nurturing the whole child through the following educational objectives:

- To integrate spiritual formation into the standard curriculum;
- To provide curriculum that is creative and experiential;
- To provide instruction that makes learning interesting and fun;
- To provide lessons that are thematic and interdisciplinary, to enable students to enjoy their studies and to make connections between the classroom and real life;
- To provide physical education that promotes fitness, athletic skills, fair play and teamwork.

The English/Language Arts curriculum focuses on the development of strong readers and writers. In the early grades, teachers use a guided reading approach to help their students become independent, strategic readers. In grades 3-5, the instructional focus shifts to the development and application of the core reading comprehension skills through whole class, small group



"I have grown in my faith because I watch how all of my teachers are so loving and kind. The priest makes me know that I can talk to God any time, at any place, and about anything. I know that He loves me no matter what."

Sally, 4th Grade



“From the giggles and smiles, to the songs and worship, our children are surrounded in an environment that promotes love, giving and excellence.”

**St James Day
School Parent**

and independent reading of a variety of fiction and non-fiction texts. Through a workshop approach, writing instruction focuses on guiding students to develop well-organized narrative, opinion, and informative pieces at all grade levels. Spelling, grammar and vocabulary instruction are incorporated into the ELA program to support the reading and writing.

The Math curriculum addresses both the mathematical content standards and the math practice standards. Teachers use a hands-on approach to help students develop math concepts. The use of Singapore math strategies guides students to apply their math knowledge to problem solving situations. Students at all grade levels are encouraged to use mental math techniques, along with calculation skills to demonstrate their math proficiency.

Through classroom inquiry and project based learning, students explore science and social studies topics. An integrated curriculum approach supports the acquisition of science and social studies topics in the reading and writing instructional program. The integration of Science, Technology, Engineering and Mathematics is fostered through lessons in the STEM lab at the school.

St. James Episcopal Day School offers a wide variety of enrichment classes. All students participate in weekly art, music, physical education, library, guidance, Christian Education, Spanish, and STEM classes.

EPISCOPAL IDENTITY

SJEDS is a ministry of St. James Episcopal Church. The Rector of the Church oversees the operations of the School and works closely with the Head of School.

In addition, SJEDS has a Chaplain who is actively involved in student life at the School and is responsible for the overall spiritual formation programs.

Open and welcoming of students of all faiths, SJEDS holds services in the Episcopal tradition twice a week, where all students and their families are welcome to participate. Students are involved in each service by reading lessons and leading prayers, serving as ushers and acolytes, and engaging in music presented by each week's hosting grade.

Deepening a strong and active faith is an integral component of SJEDS's child development philosophy. The School provides students with a weekly religion class for each grade, and offers clergy involvement with staff and students. The School has been a participant and leader in both local and global outreach projects and maintains a strong, respectful relationship with St. James Episcopal Church and its staff.

The Christian Education program involves all students once per week. During class the children learn about the liturgy, Sacraments, prayer, and Bible verses.

Each month, students focus on a different virtue such as thankfulness, truthfulness, kindness, and patience. The Guidance Counselor and Christian Education Director collaborate on these virtues so that the students learn about them from a Christian perspective and a social perspective. Lessons follow the Liturgical Calendar of the church.

TEACHING AT SJEDS

Teachers at St. James are dedicated to their profession and are sincere in their personal concern for their students' well-being, striving to address the diverse needs of each and every child.

- They utilize strategic teaching methodologies and best practices to challenge their students and keep them engaged in classroom activities. In addition, the low student:teacher ratio allows them to be attentive to a variety of academic needs and adapt to a range of learning styles.
- Additionally, teachers are encouraged to continually enhance their professional skills through academic courses, in-service workshops, and participation in professional organizations.



“St. James students are well mannered and LOVE TO LEARN! When our students leave us they have a solid foundation and are prepared for the challenges ahead of them.”

**Mrs. Lim,
3rd Grade Teacher**



THE CAMPUS

Located on an entire block of downtown Baton Rouge, SJEDS's thriving campus is part of what makes St. James great. The goal is to provide a school environment where students are safe, enriched, and excited to learn.

In 2014, SJEDS began campus-wide renovations to update classrooms and facilities. The School has a fully-functional broadcast studio, spacious STEM Lab, 25,000 square feet of play area and Apple TVs and large screen TVs in every classroom. In recent years, the School has made classroom renovations with new cabinetry, paint, ceilings, and LED lighting, purchased new student desks and chairs, and added new millwork in Atkinson and Werlein Hall, including resource rooms and STEM Lab. The art studio was expanded, and the playground was updated with new turf and shade structures. In addition, the Library was renovated and updated.

A new Early Childhood Development Center will open with the Fall 2019 school year. This addition will add five classrooms and an indoor play space for students between ages 2 and 3. The new facility on the School's downtown campus combines convenience and history with an amazing environment suitable for these young students.

*"You will get to know
all of your teachers,
classmates and feel
like an important part
of St James. Just like
a high-end stereo
speaker, St James
might be small but
it makes a great
big noise!"*

Strader, 5th Grade

LIVING IN BATON ROUGE

Baton Rouge is Louisiana's second largest city. The state's capitol, Baton Rouge is located adjacent to the Mississippi River and is home to the country's largest deep inland water port. The Mississippi River, Baton Rouge's greatest natural asset, has become a focal point for theater-style seating for more than 65,000 people and annual events such as the Fourth of July Fireworks Celebration on the levee.

The location "down on the bayou" comes with a warm climate that allows for ample outdoor activities. Live oak trees are a hallmark of the landscape, often creating canopies across streets in town.

Baton Rouge is home to Louisiana State University and Southern University, both of which add to the livelihood and resources in Baton Rouge, with contributions ranging from the LSU Lakes, the LSU Rural Life Museum, and the Small Business Development Center at Southern University. The Baton Rouge Symphony, the Louisiana Arts and Science Museum with a planetarium, the Shaw Center for Visual and Performing Arts, the new Knock Knock Children's Museum, and the LSU Museum of Art are only a few examples of the vibrant and successful arts community, all of which are located in or close to the downtown area.

The city is growing rapidly, and engineering and health care provide many job opportunities. Baton Rouge has an average cost of living compared to the rest of the United States, although it is affordable compared to many other metropolitan areas.

PROFESSIONAL QUALIFICATIONS OF THE HEAD OF SCHOOL

The successful candidate will:

- Possess a Bachelor's degree in a relevant field; a Master's degree is highly preferred
- Bring experience in early childhood and elementary education
- Be committed to maintaining a strong academic program
- Be detail oriented and organized
- Communicate frequently, clearly, and understandably with faculty, students, and parents
- Command respect from all constituencies
- Be supportive of faculty and encouraging of their professional development
- Establish clear boundaries between parents and administration, faculty, and staff





“St. James is an incredible school for students to attend because students are challenged by the rigorous curriculum through the use of technology and hands on learning.”

**Mrs. Rhodes,
First Grade Teacher**

PERSONAL QUALITIES SOUGHT IN HEAD OF SCHOOL

This warm, close-knit community at SJEDS expects a leader who:

- Is warm, approachable, and open-minded
- Is respectful of all school constituencies – students, faculty, parents
- Is trustworthy, fair, and unbiased
- Is prepared to maintain the kind and loving atmosphere on which SJEDS prides itself
- Understands and supports the Episcopal values of the church and school

OPPORTUNITIES AND CHALLENGES FOR THE NEXT HEAD OF SCHOOL

The next Head of St. James Episcopal Day School will have the opportunity to:

- Continue the School’s strong academic program
- Help to reestablish confidence in the School’s administration and Head of School position
- Increase retention of faculty
- Work with the newly appointed Director of Admission and the consultants from School Growth to increase enrollment and retention
- Continue the launch and growth of the Early Childhood
- Development Center (2 year-old and 3 year-old Pre-K programs)
- Help to find the correct balance between technology and other more traditional teaching methodologies



*“It’s a kind, loving
school with the nicest
people and the best
atmosphere.”*

James, 3rd Grade

THE APPLICATION PROCESS

Prospective candidates should send the following materials in a single PDF document to the search consultants:

**Dave Davies — dave@educationgroup.com,
Allison Lorimer — allison@educationgroup.com,**

- **Letter of interest specifically addressing this position and school**
- **Résumé (education and work experience)**
- **Statement of educational philosophy**
- **List of five professional references with contact information**
- **Letters of reference, if available, but not required**

It is the policy of St. James Episcopal Church and affiliates to provide employment opportunities without regard to race, color, religion, sex, national origin, age, handicap, or veteran status.

St. James welcomes students of any race, color, nationality, ethnic origin, and religious background as we seek to have a diverse student body. Every accepted student will have all rights and privileges of the school, and have access to all programs and activities. Priority for available openings is given to children of St. James Episcopal Church parishioners in good standing, siblings of currently enrolled St. James students, and siblings or children of St. James graduates.