

THE SAINT AUSTIN SCHOOL



Position Description – Head of School

Summary of Role:

The Head of School will guide the day-to-day academics and school operations and also be the heart of our school community, igniting a spirit of Christian joy and intellectual curiosity in both students and staff. The Head of School will steward our Catholic classical identity, cultivating an atmosphere of virtue, wonder, and discovery. He/she will:

- **Champion Our Mission:** Lead with passion and conviction, embodying our vision of building an enduring Christ-centered institution that transforms lives through the curriculum, pedagogy and atmosphere of the Catholic classical approach.
- **Foster a Culture of Excellence:** Shape an engaging, joyful learning environment that integrates faith and reason, inspiring faculty to use their God-given gifts and talents to draw out the truth and beauty of the curriculum and ignite students' imaginations.
- **Inspire and Support Faculty:** Hire, mentor, and retain exceptional educators who are committed to forming the whole person. Encourage professional growth through thoughtful in-service training rooted in our shared vision and foster a joyful faculty culture.
- **Nurture Our Community:** Build lasting relationships with students, families, and staff, cultivating a joyful, mission-driven community where all are called to live out their God-given purpose and work closely with our formation team to cultivate discipline rooted in the discipleship of Christ.
- **Strengthen School Unity:** Lead with grace and wisdom, working in partnership with the Executive Director and Board of Governors to foster a cohesive environment where the entire school community strives together that in all things God may be glorified.

This position is co-equal to and works closely with the Executive Director. The Executive Director is responsible for Development, Marketing, Finance, Business office, and Facilities.

Expected compensation: Salary is competitive and commensurate with experience.

Benefit package includes medical, vision, group term life insurance, and an excellent 403(b) plan.

Reports to: Executive Committee of the Board of Governors

Key Responsibilities:

The Head of School serves as our academic leader and is responsible for managing policies, regulations, and procedures to ensure that students are supervised in a safe learning environment that adheres to our Catholic classical identity. He/she ignites enthusiasm and support for our school among students, faculty, and the community.

- Shares a strong vision for building a lasting, Christ-centered institution with excellent academics
- Forges strong relationships with students and creates an environment that fosters students' intellect, spirit, and character
- Manifests love for our students and commitment to shepherding their growth in imitating Christ, loving God and His Church.
- Cultivates classical identity through curriculum, pedagogy, and atmosphere
- Hires, supervises, and retains excellent faculty in a joyful work environment and enables faculty development in human formation and classical methods
- Maintains strong relationships with and retention of our targeted student/family market
- Assists the development team in identifying, cultivating, soliciting, stewarding, and growing financial support for the school.
- Represents the school as one of its key spokespersons, and serves as an ambassador.
- Proactively reports key operational information to the Board of Governors and its Executive Committee.

Qualifications:

- A practicing Catholic, fully committed to the teachings of the Magisterium and striving to live a life of holiness.
- A deep understanding of administration and excels in clear, effective communication that builds trust and unity.
 - Exhibits strong organizational skills, including the ability to manage time wisely and set achievable, measurable goals.
 - An inspiring communicator, both in writing and speech, who engages others with clarity and confidence.
 - An attentive listener who fosters a culture of dialogue and responds to feedback with humility.
 - Cultivates positive relationships, addresses conflict promptly and constructively
 - Analyzes situations thoughtfully and makes informed decisions, while adapting to changing circumstances with grace.
 - Empowers faculty through thoughtful delegation, encouraging autonomy and providing meaningful opportunities for growth.
 - Brings experience in hiring, mentoring, and evaluating faculty and staff to build a strong, mission-driven team
- A deep understanding of the Catholic classical model, with experience in a classical educational setting and the ability to enthusiastically articulate its value to a broad audience.
- At least five years of leadership experience in Catholic education, with demonstrated success in managing academic operations and building strong, mission-driven communities.
- A Master of Arts in classical Leadership or equivalent (education, liberal arts, etc.)

About The Saint Austin School

The Saint Austin School is a Catholic classical PK-8 school in St. Louis, working alongside families to prepare students for a life of faith, virtue, and service. We believe the Catholic conviction that parents are the first and most enduring educators of their children. We extend this family environment so that children "...may increase in wisdom, and in stature, and in favor with God and man" (Luke 2:52). We attract families from across the archdiocese who share a deep commitment to their Catholic faith and desire to raise their children in a community united by that same vision.

Through our integrated Catholic classical curriculum, we educate the whole person—intellectually, spiritually, physically, and morally—anchored in the transcendentals of truth, goodness, and beauty. We guide students to embrace the proper ordering of first things—a deep love for God, the understanding that they are created in the Imago Dei, and how to discern and respond to God's will for their lives. This order fosters academic excellence, and instills a lifelong love of learning.

MISSION

THE ST. AUSTIN SCHOOL PROVIDES A RIGOROUS ACADEMIC PROGRAM WHICH PREPARES OUR STUDENTS TO EXCEL IN SECONDARY SCHOOLS OF THE HIGHEST CALIBER. IN COLLABORATION WITH OUR FAMILIES, WE HELP FORM STUDENTS IN CHRISTIAN VIRTUES AND THE LIFELONG PRACTICE OF THE CATHOLIC FAITH.

Application Process:

Apply by sending a cover letter and CV to HeadOfSchool@SaintAustinSchool.org