



# ST. MARTIN'S *-in-the-field* EPISCOPAL SCHOOL



## Head of School Position Description

Founded as a mission of St. Martin's-in-the-Field Episcopal Church in 1957, St. Martin's-in-the-Field Episcopal School (SMES) seeks a Head of School to begin July 2022 or 2023. The School's academic curriculum and holistic co-curriculum progress through its three divisions—Preschool, Lower School (K-4) and Middle School (5-8)—to meet the needs of students at each developmental stage. St. Martin's educates students to learn with confidence, serve with compassion, and lead with character; and its graduates matriculate to selective public and independent secondary programs.

## Mission

The mission at St. Martin's is based firmly in Episcopal principles: "We seek to inspire in students a love of inquiry, a sustaining faith, and a generous spirit open to ideas, peoples of the world, and a call to service. At St. Martin's, students discover who they are as learners, leaders, and friends. St. Martin's creates a welcoming community encouraging each individual to grow in Confidence, Compassion and Character, grounded in the knowledge that each is a child of God." Every student, every teacher, every staff member and administrator live our mission.

### EDUCATIONAL PHILOSOPHY: EDUCATING THE WHOLE CHILD

The educational philosophy at SMES is centered on educating the whole child and is inspired by a core belief that each student is blessed with unique intellectual, social, emotional, and spiritual promise. Each student is supported by caring staff to discover their learning strengths and styles and to reach their potential for success, leadership, and service to others.

Each child's needs are met through enrichment, support, and differentiation in small classes led by dedicated teachers. Our interdisciplinary approach combines aspects of the humanities, mathematics, arts, technology, and the sciences from Preschool through grade 8. We emphasize innovative and problem-based learning, engaging play, and meaningful practice, giving students many resources to draw from in finding their way forward. In our small community, students learn to self-advocate and to respect one another's ideas, growing in their sense of self. We have high expectations of our students and we are mindful that success in the 21st century requires our students to practice the foundational skills of critical thinking, collaboration, communication, and creativity.



410.647.7055

[www.stmartinsmd.org](http://www.stmartinsmd.org)

# The Opportunity

With the recent addition of a new Middle School and Administration building and the renovation of its Preschool and Kindergarten, the School has grown recently to 293 students. Well managed financially, the School maintains a significant cash reserve and expects to retire the remaining construction debt in 2022-2023. Currently led by an experienced Interim Head, St. Martin's is preparing its self-study for an AIMS reaccreditation Visiting Team in October 2022. As an Episcopal School, the Interim Head of School works closely with the Rector of St. Martin's-in-the-Field Episcopal Church to serve the pastoral and educational needs of Anne Arundel County and the greater Annapolis area.



As the SMES Head of School leads a faculty of over 40 professionals and staff, teaching and administrative experience in other independent school communities is essential. In addition to sustaining the positive relationship between the School and Church, the next Head of School should have the skill to hire, develop, and retain exceptional teachers, as well as experience with enrollment management, school finances, marketing, and fundraising. Most importantly, St. Martin's next Head of School should love working with colleagues and students to create a challenging and happy learning environment.

## STATEMENT OF INCLUSION

All are welcome at St. Martin's. We seek to embrace and promote diversity among our students, faculty, administration, and trustees. All admissions applicants are considered without regard to gender, race, sexual orientation, religion, and national or ethnic origin.

## PARENTS AND SCHOOL PARTNERSHIP

We recognize the special relationship with the families of the students entrusted into our care and guidance. Parents, teachers, and administrators form a close partnership predicated upon the best interests of each child. Oriented toward fostering successful outcomes, this partnership is integral to our whole-child educational philosophy.

## ST. MARTIN'S COMMUNITY

Severna Park is a vibrant, tight-knit, water-oriented community located just 8 miles north of Annapolis, 17 miles south of Baltimore and 39 miles east of Washington, D.C.



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# Head of School Candidate Qualities

The ideal candidate will:

- Have earned an advanced degree.
- Have significant experience serving in high functioning elementary and middle schools.
- Understand current research on learning and child development.
- Demonstrate strong business and financial judgment, advancement, and enrollment management.
- Have the ability to partner effectively with staff, trustees and governance leaders in advancing the best interests of both individual students and St. Martin's-in-the-Field.
- Have an understanding of the Episcopal church and an eagerness to serve in an Episcopal school.
- Be interested in active engagement in the daily life of the school.



## Application Process

Candidates are encouraged to review the School's website at [www.stmartinsmd.org](http://www.stmartinsmd.org) and may apply by submitting a single PDF application that includes the following:

- Cover letter explaining the candidate's interest in serving as Head at St. Martin's-in-the-Field Episcopal School and reflecting on the candidate's leadership style and career.
- Resume/CV in not more than two pages.
- Statement of educational philosophy in one page.
- List of three professional references with contact information (references will not be contacted until the candidate is notified).

**Candidates should submit applications by February 1, 2022  
to [boardchair@stmartinsmd.org](mailto:boardchair@stmartinsmd.org).**

## ACCREDITATIONS AND MEMBERSHIPS

St. Martin's is fully accredited by AIMS (Association of Independent Maryland Schools), the governing body of 120 independent schools in Maryland and DC, placing us in the company of the most distinguished schools throughout the region. St. Martin's has been a member school of the National Association of Episcopal Schools since its inception among more than 1200 schools around the world. Their Episcopal identities foster a welcoming faith tradition that celebrates inclusion and diversity, as well as a commitment to academic excellence and service.

## FACTS AT A GLANCE

- 293 students enrolled from 19 different zip codes and multiple Counties.
- Average class size in core academic subjects is 16.
- Maximum class size in lower school and middle school is 16 and 18 respectively.
- Student-Teacher ratio is 9:1.
- 100% of students are accepted into their first choice of high school.
- 3 high school level courses, including Spanish I, Algebra I and Geometry.
- 5 Interscholastic sports for middle school students, including soccer, cross country, basketball, and boys' lacrosse.
- 10-12 school enrichment programs for lower and middle school students each session.



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