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**SEARCH
for
ASSOCIATE HEAD OF SCHOOL**

July 1, 2018

ST. JOHN'S SCHOOL

**Houston, Texas
www.sjs.org**

ABOUT ST. JOHN'S

One of the strongest K-12 independent schools in the country, St. John's is known for the breadth and depth of its varied programs, its academically strong student body, its athletics and its arts, as well as for its community engagement and beautiful campus. As it continues to grow, St. John's ambitious Master Plan calls for new classroom, arts, and athletics facilities and the development of a recently acquired 13-acre property adjacent to the 41-acre existing campus in a beautiful residential neighborhood. Currently enrolling 1325 students, St. John's will grow to accommodate 1700 as a result of the execution of the Master Plan.

The student body currently consists of 364 in the Lower School, 356 in the Middle and 605 in the Upper, with roughly 15% of the total number receiving Financial Aid. 35% of the students identify as People of Color. In the current senior class, average SAT scores on the "new" test are 720 in Reading and Writing and 740 in Math. The average ACT score is 33.

There are 195 teachers in the K-12 curriculum.

The *Los Angeles Times* recently ran a front-page story headlined, "How Houston has

become the most diverse place in America: America's future looks a lot like this Texas city: Long an oil town, Houston's new boom is diversity."

(<http://www.latimes.com/nation/la-na-houston-diversity-2017-htmlstory.html>)

Determined to be in the forefront of positive change in Houston, St. John's has pioneered Breakthrough Houston, an ambitious academic development program that works with talented but underserved students in the city initially in the summer but culminating in a year-round program of tutoring and assistance to make them college-ready. By all accounts Breakthrough Houston has been a great success for the participants on both sides of the metaphoric desk.

Also noteworthy is the school's commitment to experiential education, beginning in the elementary grades. Both programs are in keeping with the school's stated mission to prepare students for lives of "personal fulfillment and contribution to society," with a special emphasis on helping to grow the future leaders of Houston and the country.





and decisive in action. He seeks a partner who will counsel and collaborate with him to manage change in a thoughtful, conciliatory way; someone with E.Q. to match her/his I.Q., skillful at managing people, warm and approachable.

THE POSITION

This is a new position, created by the Headmaster and the Board of Trustees in recognition of the external focus of the Head's job. Managing the growth, fundraising, building, and civic involvement that the future will require is itself a full-time job. Thus, the Head's position will be increasingly an "out-facing" one, while the Associate Head's will be "in-facing," taking over the curriculum, pedagogy and daily operations of the school.

The Associate Head will report to the Head, Mark Desjardins, who has been at St. John's since 2010. The Board of Trustees wants the Head to focus on managing the school's growth, while the Associate Head will manage the school's academic operations. The Head is known for being "a micro-noticer but not a micro-manager." He is a "Big Picture" thinker

The Associate Head will report to the Headmaster, attend Board meetings and interface with Board committees. S/he will take the lead in faculty hiring and evaluation and have primary management responsibility for the school during the Head's absence.

The Associate Head will also represent the Head of School as needed at meetings or functions within and outside the St. John's community. In consultation with the Head, division heads, and other key administrators, the Associate Head will help set and be responsible for day-to-day execution of the school's long-term planning, curriculum design, signature programming, and strategic initiatives.

The school's Chief Financial Officer, Director of Advancement, Director of Admissions, Director of Athletics, Director of College Counseling, Director of Spiritual Life, and the Associate Head will report to the Head of School.

THE JOB DESCRIPTION

- Lead in implementing priorities established by the Head of School, including the strategic plan and other initiatives that cross the school's three divisions;
- Promote inclusion across all divisions and departments with the aim of making every student and teacher feel a part of the St. John's community;
- Act as the point-person for creating optimal faculty culture and pedagogy across the school, collaborating with division and department heads to design and instill best practices;
- Support and supervise the division heads, deans, and the directors of technology, academic programming, clinical services/wellness, and fine arts, who will report directly to the Associate Head;
- Oversee the Curriculum Committee and strategically design all in-house professional development programs including faculty orientation, department chair workshops, and faculty evaluation;
- Coordinate hiring needs and best practices with regard to hiring in all divisions;
- Oversee curriculum changes to assure responsiveness to students' needs and interests, vertical integration, excellence in all divisions, congruence with Mission and strategic plan, and ongoing innovations throughout the program and across the grades;
- Supervise the development and management of the school calendar;



- Build strong relationships with faculty and staff within the school and assist them in articulating the school's message;
- Be a visible presence in all three divisions of the school.

EMPLOYMENT

The Associate Head will be ready to begin work on July 1, 2018. Salary and benefits will be excellent with an extra 10% of the starting salary available for relocation expenses, in addition to travel costs related to house-hunting, etc. St. John's is a participant in TIAA/CREF. The Associate Head will be entitled to six weeks' summer vacation in addition to all school holidays.

To apply, please send a letter of interest, writing sample, CV, and three references in one pdf to:

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Deadline: September 1, 2017