St. Richard’s Episcopal School

Head of School Position Statement
Indianapolis, Indiana
July 1, 2021

St. Richard’s Episcopal School
Every school has its own history and culture and is unique in its own way, but some schools are truly distinctive. St. Richard’s Episcopal School (SRES) in Indianapolis, IN is one such school.

SRES enrolls 310 students in grades PK-8 and the School empowers and advocates for its students by preparing them for the future. This central commitment is at the core of the School and girds the School’s Five Pillars of Success: Faith, Classic Curriculum, Leadership, Civic Responsibility, and Global Readiness which guide the interactions among teachers, students, and parents and defines the daily life of the School. The distinguishing mantra that resonates throughout the School, “Knowledge and Values for a Lifetime,” reminds all that intellectual prowess and ethical character are significant throughout our lives.

Founded in 1960 by Trinity Episcopal Church as a parish school and community outreach, SRES provides a faith-enriched education that confidently supports and celebrates many cultures, traditions, and beliefs. The School community is richly diverse. From its urban setting, SRES welcomes families from all parts of the Indianapolis metropolitan area and from 35 countries worldwide. The School epitomizes the exciting possibilities of being local and reaching globally.

SRES seeks a new Head of School, effective July 1, 2021, who will have the opportunity and privilege to lead this community characterized by its commitment to high academic achievement, an inclusive tradition, strong values, and deep and wide interpersonal connections. The new school leader will work closely with an involved parent body, a skilled faculty and staff, and a Board of Trustees that is a supportive, responsive and engaged leadership partner. This is a compelling opportunity for an educational leader who is interested in being part of a school for which “Community” is a perfect description.

Five Pillars for Success

Faith: St. Richard’s embraces the Episcopal tradition of intellectual exploration and discovery of faith that encourages students of all faith traditions to search for answers to challenging questions through an examination of cultures and religions, past and present.

Classic Curriculum: St. Richard’s educates the whole student by promoting academic, emotional, physical and intellectual development. The curriculum reflects classic values, focusing on science, mathematics, languages, the arts and humanities, executed with innovative tools and wisdom to prepare students for the modern world.

Leadership: St. Richard’s prides itself in preparing students to be leaders. Students in all grades learn to be...
confident public speakers through school-wide performances and presentations such as the Kindergarten Nativity Play and Constitution Day Assembly. Older students are school role models for the entire school with traditions such as the Grade 8 buddy program helping to ensure a close sense of community.

**Civic Responsibility:** St. Richard’s sense of community extends beyond the School. Community service and neighborhood partnerships are woven into the curriculum. St. Richard’s students learn not only to respect themselves and others, but also embrace their responsibility to the community.

**Global Readiness:** St. Richard’s begins preparing students early for global citizenship. The wide range of students’ faiths, cultures, races and ethnicities creates a rich, diverse community. An award winning language program begins in PK, preparing our students in Grade 5 for an extensive exchange trip to France. Beginning in Grade 6, the language program expands to include Latin for all students with an option of French or Spanish. St. Richard’s students are well-equipped to confidently explore the wider world.

Students acknowledge and understand the School’s “Affirmation of Honour: ” As a member of St. Richard’s Episcopal School, I celebrate:

- My love for God;
- The acceptance of personal responsibility;
- The values of knowledge, honesty, integrity, and service; and
- Openness to the diverse world I live in.”

**THE HISTORY**

In 1960, Reverend G. Ernest Lynch founded St. Richard’s Episcopal School. Reverend Lynch was intrigued by the idea of creating an English-style school, which embraced high academic expectations, an inclusive faith, and student respect. The School’s founding faculty was recruited from Great Britain. Lower grades were added during the 1960s and the Middle School followed during the mid-1980s. In 1988, the additions of a new classroom wing, gymnasium, and athletic field doubled the size of the School’s small campus. A $5.5 million capital campaign in 2019 funded a new wing on campus that houses the Brougher Family Early Education Center, Middle Division science facilities, and Creative Commons.

With support from Trinity Episcopal Church, St. Richard’s implemented governance changes in 2002 and 2004 that guided its transition from a parish school to an independent school, fully accredited by the Independent Schools Association of the Central States. St. Richard’s Episcopal School and Trinity Episcopal Church have maintained a strong working relationship with shared staff, facilities and programs. Today, SRES is enlivened by the traditions and beliefs that inspired its founding. The current faculty remains devoted to ensuring that all students learn, engage, and achieve successfully, and pledges to work toward educating and mentoring thoughtful, productive and responsible citizens of our world.
THE COMMUNITY

Today, 60 years since its founding, St. Richard’s Episcopal School stands and delivers its mission and is at the forefront to educate and prepare young people. The PK-8 program seeks to provide students with the skills, knowledge and mindset they need to flourish anywhere in the world.

The Students and the Alumni

SRES currently serves a student body of 310 students, many of whom arrive as energetic and curious early childhood learners and who leave as confident and prepared adolescents ready to join the most rigorous area high schools with a strong preparation in their academic, cognitive, ethical, social, physical, and personal growth. Alumni and alumni families often return to SRES and validate the rich preparations and experiences gained.

Every student is known, respected and understood and stand as individuals with a variety of aptitudes, motivations and personalities. With a current student-teacher ratio of 9:1, students receive the utmost care, support, mentoring, and understanding each requires. Thirty-nine percent (39%) of the students at the School receive some form of financial assistance and approximately 28% of the students are students of color.

The St. Richard’s experience inspires and stretches young people academically, physically and personally. For instance, the center on the basketball team might play the hand-bells at “Lessons and Carols.” And the student artist may well be a middle-distance runner on the track team. Each is known, understood and recognized for individual pursuits, interests, and levels of motivation and achievement.

In addition, achievements of SRES alumni are significant. While successful in their professional career pursuits and accomplishments, there are common moral and ethical threads that characterize an SRES graduate. As an example, an SRES alumnus and a graduate of Princeton and Yale Law School, in a prepared address, cited the importance of global perspectives and hard work he learned at St. Richard’s. He further reiterated, “The third thing St. Richard’s taught me was the value of kindness.”

The Faculty and the Staff

“Thoughtful, kind, innovative and warm” are frequent descriptors that characterize the teachers and staff at St. Richard’s Episcopal School. The teachers believe wholeheartedly in the mission of the School and are dedicated to the notion that a collaborative, caring, and active teacher and student environment can empower children to discover, question, understand and succeed.

The faculty number 42 and all are committed and dedicated to the rigorous and dynamic curriculum and the full understanding of the developmental states of cognitive, social, emotional, and physical well-being of their charges. 48% of the faculty holds advanced degrees and all teachers pursue active professional development.

The School’s Administration

SRES retains a lean, but talented and dedicated administrative team. The current Head of School is supported by 1) two Division Heads who are pedagogical leaders for the early childhood & lower and middle academic divisions, 2) a Financial Officer, 3) an Admissions Director, 4) a Director of Development and Major Gifts, 5) A Dean of Student
Life and Inclusion, 6) A Director of Extended Day and Summer Camp Programs, and 7) a Chaplain.

Hand in hand, the team works collaboratively to manage the day-to-day schedule, activities operations and programming. The team meets regularly to review and prepare activities and upcoming events. The group values close knit working relationships and mutual support.

The Families
Families select St. Richard’s Episcopal School because of its premier reputation of its academic program, its commitment to diversity, equity and justice and its enduring commitment to the health, safety and attentiveness for quality teaching and learning. Many parents make a personal sacrifice for the cost of independent education and also devote volunteer hours to SRES. Parents clearly understand that SRES is dedicated to making each child’s early childhood, elementary and middle school experiences rich, diverse, personalized, challenging and focused on the outcomes that will serve them for a lifetime.

This active and connected parent body embraces school activities, ongoing events and successful fundraising. The Parent Association is also responsible for community outreach, for parent education, and organizing opportunities for continuing dialogue and discussions among parents, faculty and administrators. It is no secret that the parents organize, volunteer, and give to the strength and sustainability of the School they love.

The Board of Trustees
The School is incorporated as an independent 501(c)(3) and conducts business as St. Richard’s Episcopal School, a nonprofit entity separate from Trinity Episcopal Church. It retains a self-perpetuating board of trustees that is independent of the church vestry. The 25-member Board of Trustees plays a significant and vital role in supporting the students and faculty as well as develops long-term strategic initiatives for the School in concert with the Head of School.

The structure of the board is currently composed of the Board Chair, an Executive Committee, and standing committees of the board. In recent years, the board has been active and has worked closely with the Head of School in attention to faculty salaries, long term debt acquisition to finance renovation and construction; attention to the capital campaign and new construction, securing of financial management of the endowment, and appraisal of local and regional demographics as it affects enrollment, STEM/technology advances, tuition, long term planning, personnel, and risk management.

THE CURRICULUM AND PROGRAM
As a result of its English “public school” and Anglican founding tenets, SRES is distinguished by its academic rigor. Students also wear uniforms, reinforcing the St. Richard’s emphases on shared values understandings, the importance of “Community,” and a source of pride among students by being identified by their “green blazers.” The School is divided into 3 divisions, an Early Childhood, a Lower Division and a Middle Division. Noted for its curricular strength and rigor, core subjects include the physical and social sciences, mathematics, literacy and humanities, languages, and the arts.
Complementing the depth of the wide offerings are technology, music, field experiences, and physical education that broaden and deepen student experiences, sensitivities, skills, and competencies. High expectations are coupled with appropriate framing and scaffolding throughout the program, so students receive the optimal amount of challenge and support from the well-qualified and trusted faculty.

The entire early childhood through grade 8 curriculum and program embrace a philosophy of valuing and addressing differing rates and styles of learning, while striving to develop basic skills, critical thinking, self-awareness and respect of self and others. Students in the Lower School attend chapel daily and Middle School students attend chapel each Wednesday and have camaraderie opportunities and meals at the Dragon Café.

The School offers Extended Day care for early childhood, lower and middle school students. Enrichment offerings are plentiful and include French, Gymnastics, Karate, and Creative Writing. The School also offers Holiday Care, a well-regarded Summer Camp and a Horizons program, a nationally recognized tuition-free educational summer learning intervention that attracts K-7 neighborhood children.

SRES is among schools that sustain the graceful, inclusive manner that distinguishes the Anglican approach to education. The stunning “Lessons and Carols” service during Christmas remains a highlight of the school year. Students attend regularly scheduled chapel services. The culture fostered by Trinity Episcopal Church and its Episcopal identity enthusiastically embrace all religious faiths, cultures, and traditions and is the wellspring of SRES’s commitment to diversity, equity and inclusion. For example, SRES’s Grade 7 Divinity class studies Christian denominations, but also embraces lessons in Buddhism, Hinduism, Islam, and Judaism as well as systems of belief such as Confucianism and Taoism.

As an inclusive community, St. Richard’s does not limit its enrollment to children with certain learning potential. The skilled SRES faculty and staff work with a wide range of abilities and motivations. St. Richard’s excels in the Academic
Olympics that tests students’ general knowledge and “We the People,” a national program that immerses students in the U.S. Constitution. St. Richard’s students are standouts in state and national language competitions. In Latin, SRES often finishes among the top handful of schools in Indiana and prominently distinguishes itself among leading high schools, too. Virtually all St. Richard’s students are accepted by the excellent Indianapolis neighborhood high schools and competitive preparatory high schools of choice. Significant numbers of alumni attend outstanding universities and colleges, including Yale, Penn, Duke, Northwestern, and Notre Dame.

As part of a just and active learning community, the whole of SRES is also known for its regular and distinctive service learning opportunities. Children, faculty and staff, and families united take participation in the life of the city and region seriously. For example, in the Middle School, a service club called The Givers connects with local agencies, including the Mid-North Food Pantry that is across the street from the School.

**The Finances**

Like other independent and private schools, SRES’s primary revenue source is tuition while its primary expense is faculty and staff salaries. The School has an annual budget of approximately 6.2 million. The School has an endowment of approximately 6 million and is managed by the foundation. Current tuition ranges are $10,400 (part time Pre-Kindergarten and Junior Kindergarten), $17,110 (full time Junior Kindergarten and Kindergarten), $17,675 (Grades 1-4), $18,360 (Grades 5-7), and $19,585 (Grade 8).

In recent years, the Board of Trustees and the School’s administration have advocated and paid particular attention to increasing teacher salaries. The School has also taken on long-term debt to finance recent renovation and construction of the new wing at the school. The School’s annual budget is approximately 6.2 million and the endowment is approximately 6 million.
INDIANAPOLIS AND ENVIRONS

St. Richard’s Episcopal School is situated on a 10-acre campus adjacent to Trinity Episcopal Church near downtown Indianapolis. Just north of the School on Meridian Street are blocks of historic mansions and designated green parkland. The area around the School itself in the Mapleton-Fall Creek neighborhood is decidedly urban.

The capital of Indiana, Indianapolis is a city of 875,000 people. The population of the metropolitan area now exceeds 2 million people. The city has a diversified economy that includes health care, information technology, higher education, and transportation. Nicknamed “the Crossroads of America,” Indianapolis is the bustling hub of six interstate highways, six U.S. highways, and four state roads. Indianapolis is a well-loved place to live and its downtown is consistently ranked among the best in the United States. Indianapolis is proud of its rich cultural heritage, with seven Cultural Districts dotted throughout the city. These revitalized areas are centers for tourism, commerce, and residential living. The newly constructed Cultural Trail connects the downtown Cultural Districts via an urban bike and pedestrian path and is lined with benches, bike racks, and local artwork.

Indianapolis is a city of museums. The Indianapolis Children’s Museum is considered by many to be among the world’s best institutions of its kind, is a few blocks away from St. Richard’s and is a favorite destination for SRES students. The Indianapolis Museum of Art is a well-reputed regional institution that has created a 100-acre arts and nature park with a growing collection of installations. In its exquisite downtown facility, the Eiteljorg Museum has assembled one of the nation’s finest collections of American Indians and Western art. The Indiana State Museum is a rich educational source for adults and children alike. Other important sites are the Soldiers’ and Sailors’ Monument and the Indiana Historical Society. Under the leadership of 38-year-old conductor Krzysztof Urbanski, the Indianapolis Symphony Orchestra performs in the beautifully refurbished Circle Theatre.

Local fans ardently cheer for the Colts of the NFL and the Pacers of the NBA. Each year, the Indianapolis Motor Speedway hosts the Indianapolis 500, the largest single-day sporting event in the world, as well as the Brickyard 400 and the Grand Prix of Indianapolis. In addition, the city almost always serves as a venue for the Men’s and Women’s NCAA basketball tournaments and Indianapolis is home to the professional soccer team, the Indy 11.

Indianapolis is also a great city for sports enthusiasts. In a state long connected with basketball, Indianapolis has become a hotbed for football, soccer, volleyball, track and field, lacrosse, cycling, rowing, and more. The city’s system of bike and pedestrian paths links all parts of the urban area for walkers, runners, and cyclists.

Indianapolis is truly a wonderful city, is affordable, and is an oasis to many who call it home. It is also an exciting and active city where residents, young and mature alike, are encouraged to participate in community affairs and aspire to civic leadership and engagement. It is no secret that SRES embraces this urban setting and takes advantage of Indianapolis and its environs.
OPPORTUNITIES AND CHALLENGES

St. Richard’s Episcopal School is a PK-8 school that has achieved an outstanding reputation since its founding. However, like all schools, it has its challenges and it is important for the next head of school to understand these challenges and the degree to which they impact the School’s capacity to fulfill its bold mission.

The next Head of School will inherit a distinctive school with significant assets. Members of the SRES community take special pride in the rigor of the school’s academic program, its welcoming nature, and its diverse student body. Many value the warm family atmosphere and connectedness at St. Richard’s. Although no longer a parish school, St. Richards continues to work closely with Trinity Episcopal Church. The urban site has never looked better, especially with the construction of the beautiful new wing on campus. The assets in its endowment have recovered over the last few quarters and are well managed by an outside firm. Importantly, SRES has a high-performing administrative team, an excellent faculty, and a capable staff. The relationships among the SRES administrative team, the Board of Trustees, the Foundation Board (which is responsible for growing and managing the endowment) and Trinity Episcopal Church leaders are open, collaborative, and productive.

The new Head will need to possess strengths in marketing and enrollment management because the School has experienced a recent decline in enrollment, due in part to growing competition from charter and independent schools and the economic uncertainties caused by the worldwide and national pandemic. The School will open this fall with clear and decisive attention to program delivery, health practices and safety protocols in these precarious times. Student and personnel health and safety will not be compromised.

The School seeks a visionary and decisive leader who will pilot the School into the future in conjunction with the Board of Trustees. While the School’s course stands on the shoulders of the School’s rich history and commitment in Indianapolis, it also charts an ambitious journey that goes far beyond how independent schools tend to see their relationship with their immediate neighborhood. The early goals of fostering diversity and equity among children and families in Indianapolis, presents a compelling opportunity to build the school’s exciting future. The next head of school will have the critical role in helping shape SRES’s future and the tuning of its enduring Classical curriculum with innovative and successful academic programming. The new Head must also be a bridge builder and must be able to attract, grow and retain a diverse faculty and staff committed to issues of anti-racism, diversity, equity and social justice.

While building on centuries-old faith and academic traditions, St. Richard’s thrives as a distinctive 21st Century school that connects students and families within an urban community, its broad metropolitan area, and multiple countries worldwide. SRES is place where young people learn, grow, connect, and thrive – and a place, too, that many parents treasure in equal measure to their children’s dedication to a place they love.
Qualifications and Qualities of the next Head of School

The next Head of School should possess the following qualifications:

- A deep love and respect for children and a single-minded focus on keeping them at the forefront as decisions are made;
- The ability to passionately champion SRES, its mission, its vision, its people and its programs;
- The capacity to further St. Richard’s bold vision and promise, which inspires diverse stakeholders and the skills to persuasively inspire and communicate with members of the entire community;
- Instructional expertise and leadership in PK-8 teaching and learning and effective experience in current best practices in pedagogy, assessment and curriculum;
- A strong resource and effective partner to parents and children ranging from early childhood through adolescence;
- Demonstrated integrity with proven commitments to rigorous academics, diversity and inclusion, and school traditions;
- Excellent communication skills with all constituencies;
- Experience in and understanding of school fund raising and the ability to share the SRES unique story and prominence;
- The ability and energy to build vital external and internal relationships on behalf of the School;
- Skill to strike the right balance between maintain a warm, approachable presence and being a clear visionary and decisive leader who can manage difficult decisions and work through differences of opinion;
- Intellect, intuition, gravitas, wisdom and willingness to learn, to lead and to embrace change;
- Creative problem-solver with a penchant for professional development;
- Sense of humor and the energy and optimism necessary to find joy in the leadership of a dynamic school community and to propagate that joy throughout the community;
- Empathy, flexibility, connectedness, and approachability; and
- Although it is not necessary to be an Episcopalian, the Head of School must be able to support the tenets of the Episcopal Church and adhere to the strong philosophy of Episcopal school identity.

APPLICATION PROCESS

St. Richard’s Episcopal School has retained Doreen Oleson from Resource Group 175 to lead the search. To apply, qualified candidates may apply online at https://rg175.com/candidate/signup no later than Friday, September 25, 2020.

The application includes:
- A cover letter expressing interest in the position
- A curriculum vitae
- A personal statement and/or writing sample

Please do not hesitate to call, text or email your questions to: Doreen Oleson, Ed.D. doreenoleson@gmail.com 626-676-5203

We are grateful for your interest in St. Richard’s Episcopal School and look forward to hearing more about your background, experience and interest in this important leadership opportunity.

St. Richard’s Episcopal School welcomes and encourages applications from diverse candidates. SRES does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, disability, national or ethnic origin, or other legally protected status in admission of qualified students, programs, or activities generally available to all students and their families, including educational policies, scholarship and other financial aid programs, or athletic, extra-curricular, and other school-administered programs and activities.