



Episcopal Day

SCHOOL OF ST. MATTHEW



Position Statement

Head of School Search

Episcopal Day School of St. Matthew

San Mateo, CA

Start Date: July 1, 2023

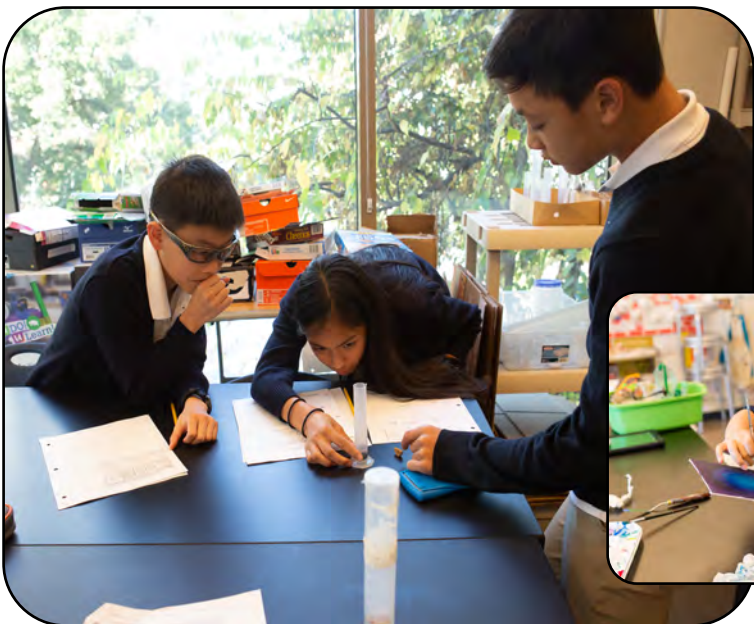


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MISSION AND CORE VALUES

To inspire through an academically challenging course of study, the intellectual curiosity, confidence, moral courage, and character that prepare students to be leaders of positive change in the world.

Grounded in the Episcopal tradition, the core values of the School are:

- Academic Excellence
- Service to Others
- Respect for Diversity
- Compassionate Community

INTRODUCTION

This is my day. What will I do? This statement and question found on walls, on the website, in classrooms of Episcopal Day captures the spirit of the School and the focus on developing students of character.

Located in San Mateo, CA, and enrolling 304 children from PK through 8th grade, Episcopal Day was formerly known as St. Matthew's. The School's board of trustees and administration undertook a two-year study and rebranding that led to the adoption of its new name—Episcopal Day School of St. Matthew—which reinforces and gives particular clarity to its purpose: a school committed to integrating the Episcopal values of inquiry, ethics, and service with the skills—both academic and interpersonal—that young people must acquire to be thoughtful, empathic citizens in a dynamic and fast-changing world.

In his letter to the community, Ralph Wales, Head of School, wrote that he likes “the uplifting ring that comes with the new name of *Episcopal Day* which resonates with the feel a school must have when its calling is to shepherd children during the most essential part of their education – a child's first years in school between age four and fourteen.”

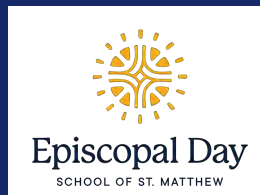
In short, “the new name,” he writes, “trumpets the call for a new generation of thinkers and doers in simple form, combining the idealism and wide embrace of belief embodied in *Episcopal* with the freshness and hope found in *Day*”. Inclusion is at the very heart of the Episcopal tradition and Episcopal day expresses the shared belief in its Mission and Values in both language and symbolically on this link: <https://www.episcopaldaysanmateo.org/about/mission-and-philosophy>

STATEMENT OF COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Episcopal Day is committed to building and sustaining an inclusive community which represents diverse backgrounds, experiences, and beliefs. The School embraces the qualities of each individual. This includes but is not limited to race, gender, religion, sexual orientation, gender identity, ethnicity, socio-economic status, learning styles, abilities, and varied points of view. We are dedicated to building an environment where students learn from each other because we believe our mission of academic excellence and positive change in the world depends on understanding and respecting human diversity.

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PLACE

Episcopal Day is located in San Mateo, CA, a thriving urban/suburban community, located 20 miles south of San Francisco. At the edge of Silicon Valley, the School benefits from the multi-national population of the area, families who are united by their work ethic, their aspirations, and their belief in the value of education. The Bay Area is a wonderland of places, people, and things to do. From surfing in nearby Santa Cruz to skiing in the Sierras, sailing at Lake Tahoe or biking through the Napa Valley, cultural and athletic opportunities abound. With every major professional sport featuring championship teams, the area is a sports fan's paradise, and for the athlete or someone just trying to stay in shape, it's mecca with hills and trails, not to mention the San Francisco Bay itself and the wind-surfing and sailing that it affords.

San Mateo and the cities around it are Ground Zero for world-class innovation, experimentation, and design. This is the heart of modern entrepreneurial America, where the parents and guardians who bring Silicon Valley to the world bring their children to Episcopal Day. They want their children to be steeped in the values of an environment that emphasizes kindness, charity, good work, and civility, even as they learn to become "leaders of positive change in the world."

Only a few blocks from the center of San Mateo, the campus is shaded by oaks under which students and teachers get together, and fronted by the "Mustang meadow" that serves as an athletic field and a gathering place for the School and Church. In this location, the EDS campus is an oasis from busy retail and business streets and a short drive from the residential communities of Hillsborough and Burlingame.

The School completed a building project in 2015 that dramatically improved its facilities by adding 27,000 sf to the campus which includes a light-filled maker's space, art studio, and well-resourced library and most notably a full-sized gym. The increase in space and facilities allowed the school to double from one class per grade level to two. Recent improvements have been made to the campus to freshen the structures and the students enjoy the facilities and recreational areas. There is a recognized need to continue to modernize the campus as appropriate.



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THE PEOPLE OF EPISCOPAL DAY

The Community of the School

The School develops well-rounded students through an engaging academic program, rich arts offerings, joyful play, and well-coached athletic teams, along with plentiful opportunities for students to pursue their individual interests. Even a short visit to campus provides a glimpse of students who busily and happily engage in their day's activities.

The faculty at EDS is a deeply dedicated group of professionals who know their students and promote a culture that fosters trust, collaboration, and commitment. Teachers value each child's imagination and creativity, inspiring growth in heart, mind, body and spirit. The development of cooperation, self-advocacy, responsibility, empathy, self-control and safety in risk-taking are at the core of teaching and learning at EDS.

Not surprisingly, the parents and guardians at Episcopal Day are involved, generous, and enthusiastic. As one parent/guardian recently put it, "We came for the intangibles," thereby putting a finger on the School's secret sauce: its values, its inclusiveness, its welcoming spirit. The current Head sees the school's parents and guardians as mission-aligned, supportive people who demonstrated their generosity throughout the pandemic and are now looking to re-engage, giving the next Head a golden opportunity to welcome them back and put them to work!

The sense of community is evident in all the traditions and most noticeable at the Christmas Pageant where 4th graders, the leaders of lower school, guide and shepherd PreK and K students and at May Day where all grades dance to honor the graduating 8th grade. At Episcopal Day everyone feels included and students and parents alike look forward to the Fall Festival, the Halloween Parade, Faculty/Staff Appreciation Week, and the Blessing of the Animals.



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long-involved faculty who take part in the School's SEED (Seeking Educational Equity and Diversity) Program that augments Episcopal Day's strong commitment to DEIJB.

Service learning is part of the School's mission. Through age-appropriate projects, the students explore what it means to be a compassionate neighbor and a proactive global citizen. <https://www.episcopaldaysanmateo.org/school-life/service-learning>

"Responsibility, Purpose and Spirit... are woven" into the behaviors of the students whose service extends beyond the boundaries of the campus. Annually students hold a Christmas Toy Drive and raise funds for critical social needs that arise locally, nationally and globally. Acting on their values, students have organized a march in support of Ruby Bridges through downtown San Mateo. Click on this link to learn more about Ruby Bridges and Episcopal's commitment to live its Mission. <https://www.episcopaldaysanmateo.org/news-detail?pk=1450055>

Further evidence of the accepting nature of the community is found in the parents and guardians and the

THE PROGRAM

Situated on its own campus adjacent to the main campus, Charles House is a wonderful, embracing facility where kids feel instantly at home and where the young ones literally have the run of the place. As students grow and migrate to the main campus, they encounter a Lower School program that uses the Responsive Classroom model and establishes a kind and calm climate that supports the values of the School and its Episcopal roots.

Lower School

Featuring a balanced program that allows children to be children, the Lower School succeeds in keeping the child in childhood as students are not hurried along, but rather stretched academically but imperceptibly as they progress through the grades. Through curricula like Writer's Workshop and a defined word-study program, students acquire strong language arts skills which are reinforced in drama and music classes.

Social-emotional learning is not a buzz phrase at Episcopal Day School because there has long been a focus on personal development and self-awareness. Students look adults in the eye, greet visitors and hold doors open for them, and are able to carry on conversations with people they've only just met.

Middle School

Trusting, compassionate, welcoming, and supportive are all words that describe the Middle School. With 150 students in grades 5 through 8 and 19 teachers, the division is defined by its commitment to a challenging academic program infused with a substantive commitment to growing a strong sense of identity in each student. Inclusive principles and convictions around social justice are foundational attributes of the middle school culture.



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Teachers understand and delight in this stage of development, acknowledging the importance of students taking individual and collective responsibility and being “seen, known, and loved” by the adults who guide them. Students know that their successes and mistakes are honored and that their academic, social and emotional growth is equally valued by teachers.

The School’s program consists of core academic classes in English, History, Math, and Science, and a rich offering in Visual Arts, Drama, and Music classes. The Athletic program prides itself in its philosophy “Everybody plays” and indeed 98% of the students from 4th-8th participate in at least one sport.

The Maker’s Lab is a place for learning, using technology to accomplish the results of their tinkering, building, creating and designing. Students at EPD learn by doing and to see the program in action, click on one of these three links:

- [Sling Shot Physics with Mr. Farrington's Science Class](#)

- [Off to the Races with Ms. Jiwani and Mr. Farrington](#)
- [Dissecting bullfrogs with Mr. Langenberg](#)

Co-Curricular Program

The Learning Center serves as a resource for student academic and social and emotional growth, faculty support in differentiating instruction, and family support as they parent their child <https://www.episcopaldaysanmateo.org/programs>

One of the highlights of the Episcopal Day experience is the outdoor program that begins in the Fourth Grade and takes students in succeeding years to Gold Country, Big Sur, Pinnacles National Park, the Bishop’s Ranch, and, in Eighth Grade, to Washington, DC.

The goal of the School’s approach to religion is to nurture the spiritual development of all the students, not to make them Episcopalians. There is a fundamental belief that children are growing in heart, mind and spirit, and

that spirituality is universal. Consequently, the School asks students to connect with something greater than themselves. By developing this aspect of spirituality, students gain a sense of meaning in life and acquire the inspiration to serve those in need.

Chapel sets the tone for the day as students meet either as a whole school or by division. Singing together, learning from one another and the Bible, sharing ideas and community announcements, and praying for the world, those in need and each other are all elements of the Chapel experience. The unison recital of the Birthday Prayer is a moment of annual significance for each student. A signature program and a highlight for Eighth Graders are their Chapel talks which authentically display the wisdom, innocence, and hope of 14-year-olds. This link will take you to the 8th grade chapel talks: https://www.youtube.com/playlist?list=PLN2sEvRSaOzF_GRZ5ZqmgPleFW5J5Ib2B

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GOVERNANCE AND FINANCE

Episcopal Day is governed by a self-perpetuating 19-member Board of Trustees that includes, *ex officio*, the church's Rector, senior warden of the vestry, the school's Head, and the President of the Day School Parents' Association. Episcopal Day operates independently from the parish and manages its own operating budget and finances, including fundraising. It has modest debt and a sensible pay-down schedule. Fundraising efforts have resulted in consecutive record-breaking years, even through a pandemic, affirming the support and embrace of the EDS community.



THE POSITION

Episcopal Day's next Head of School will succeed a skilled, experienced three-year Interim Head who has strengthened relations with the parish, encouraged increased giving, hired new division heads, and created a feeling of goodwill that is evident throughout the community.

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OPPORTUNITIES AND CHALLENGES

Perhaps chief among the new Head's work will be creating a high-functioning team among the senior administrators. With two division leaders and a Director of Advancement who will have been at the School for only one year each, the Head will build the team that will lead the School for the next decade.

Other opportunities for the next Head will include addressing the curricular alignment of elementary and middle school divisions; strengthening the early childhood program; addressing facilities needs with a master plan; initiating and implementing a strategic plan; and furthering the School's initiatives in DEIJB.

The successful candidate will likely

- Know PK-8 pedagogy, program and differentiated learning
- Understand child development from academic and SEL perspectives
- Attract and retain faculty
- Embrace of the School's spiritual dimension, including Episcopal values of inclusion
- Respect tradition but understand how to adapt to the changing times
- Commit to the goals and work of DEIJB
- Be a team-builder and a collaborator who can build consensus
- Possess strong interpersonal skills
- Communicate clearly in writing and in speech
- Attend to detail without losing sight of big picture
- Have strong organizational skills including planning, prioritizing and scheduling
- Inspire and model growth
- Be a direct and confident leader



HOW TO APPLY

Episcopal Day has retained Resource Group 175 (RG175) to support the search for the Head of School. To apply, interested candidates should prepare a cover letter explaining their interest in the position, a current resume, and a writing sample that will interest the search committee (not to exceed two pages, please). Candidates should submit these materials online at <https://rg175.com/candidate/signup>

RG175 consultants Debbie Reed (dereed2014@gmail.com) and Tom Hudnut (tom@tomhudnut.com) are leading this search.

Application Deadline: June 30, 2022
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