



Head of Early Childhood

The Opportunity

St. Stephen's Episcopal School seeks a dedicated, visionary educator and administrative leader to serve as the next **Head of Early Childhood** beginning July 1, 2027. This is a full-time, 12-month leadership team position.

Serving as a core executive on the School Leadership Team (SLT), the Head of Early Childhood provides overall direction, academic leadership, and administrative management for the early childhood levels of the school, encompassing the Orientation (Toddler) and Primary (Early Childhood) programs. Working closely with the Head of School, the Head of Elementary and Middle Years, and the broader administrative team, this leader will steward the school's Montessori curriculum and educational strategy.

School & Mission Context

St. Stephen's Episcopal School is grounded in a tradition that unites academic excellence with Episcopal values. The Head of Early Childhood plays a central role in actively supporting and furthering the mission and vision of St. Stephen's Episcopal School. By maintaining strong, trusting relationships across diverse communities and demonstrating cultural sensitivity, this leader fosters an inclusive, inspiring, and collaborative educational environment.

Key Responsibilities & Leadership Scope

Academic & Pedagogical Leadership

- Serve on the School Leadership Team (SLT) to oversee day-to-day operations and establish strategic goals for the school.
- Lead and manage Montessori development and educational programming across early childhood levels (Orientation/Toddler and Primary).
- Formulate and implement strategic initiatives to fulfill short- and long-term student learning objectives.
- Direct division-wide Montessori training and professional development opportunities for faculty.
- Educate parents and the broader St. Stephen's community on Montessori philosophy and pedagogical practices.
- Collaborate with the Head of Elementary and Middle Years to deliver an outstanding Montessori program and support Specialist classes.

Administrative & Operational Management

- Oversee the creation and secure maintenance of student academic records.
- Collaborate with executive leadership on master calendar planning and class schedules.
- Actively participate in the annual budgeting process.
- Ensure strict operational adherence to Texas State Childcare Guidelines and state licensing requirements across early childhood facilities.
- Partner with the Director of Community Engagement to publish communications, social media, and web content aligned with school culture and mission.
- Collaborate with Admissions staff on recruitment strategies and prospective family communications.
- Support the execution of school events and advise the Head of School on administrative communications.

Qualifications & Ideal Attributes

Educational Background & Required/Preferred Experience

- Graduate degree required (Master's degree in Education or a related field).
- Minimum of five years of professional school leadership experience.
- Proven administrative experience in a private, independent, or Episcopal school setting.
- Deep expertise in Montessori philosophy, curriculum design, and instructional methods for children in early childhood education.
- AMS (American Montessori Society) Early Childhood Montessori credentials.
- Montessori Early Childhood Director Certification.
- Thorough knowledge of and practical experience with Texas State Childcare Guidelines and regulatory standards.

Leadership & Personal Qualities

- Demonstrated track record in leading academic programs, managing class schedules, and division oversight.
- Exceptional written and verbal communication skills with the ability to inspire faculty, parents, and students.
- Empathetic listening skills paired with a commitment to absolute confidentiality and professional integrity.
- Strong collaborative capacity to build effective working relationships across diverse stakeholder groups.
- Experience engaging with diverse communities and a strong commitment to cultural sensitivity.
- Advanced proficiency with digital tools, including Google Suite and Microsoft Office.
- Professional demeanor with the capacity to work independently and represent St. Stephen's in the broader community.

Position Structure & Compensation

- **Role Type:** 12-Month Leadership Team Role.
- **Compensation:** Salary is negotiable based on experience and qualifications, accompanied by a competitive benefits package (retirement, health/dental/vision insurance, PTO).

Search Process & Timeline

The search process for St. Stephen's Episcopal School's next Head of Early Childhood follows the anticipated timeline below:

- **Recruitment & Sourcing (September – October 2026):** Posting on major independent school job boards and proactive regional outreach.
- **Screening & Semi-Finalists (November 2026):** Virtual interviews and thorough reference checks.
- **Finalists Campus Visits (Early December 2026):** On-site visits featuring classroom observations, faculty panels, parent forums, and leadership interviews.
- **Selection (Late December 2026 – Early January 2027):** Committee recommendations to the Head of School and offer extension.
- **Announcement & Start (January 14, 2027 / July 1, 2027):** Public announcement on January 14, 2027, followed by spring transition activities and an official employment start date of July 1, 2027.

How to Apply

Interested candidates should email the following information as a **single/combined .pdf document** to the attention of:

Dr. Troy P. Roddy, Head of School
hr@ssesh.org

- Cover letter explaining your interest in the position
- Current resume or CV
- List of no fewer than 5 references (a minimum of 3 should be professional references and at least 2 from your current employer) - **references will not be contacted without first notifying the candidate**
- Copies of any certifications, transcripts, etc. related to the qualifications for this position

Equal Opportunity Employer Statement

St. Stephen's Episcopal School is an Equal Opportunity Employer. St. Stephen's does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, disability, or any other characteristic protected by law in the administration of its educational policies, admissions policies, employment practices, financial aid programs, or other school-administered programs.