



ST. JAMES' EPISCOPAL SCHOOL



Head of School Search
Position starts July 1, 2024
Los Angeles, CA



EDUCATORS COLLABORATIVE
EXPERTS IN SEARCH, TRANSITION & STRATEGY



MISSION

St. James' Episcopal School is a diverse, joyful, and inclusive community of learners. With a focus on academic excellence and attention to the needs of each child, we strive to instill in our students intellectual curiosity, compassion for others, and respect for all of God's creation.

BELIEFS

- We believe in preserving the **wonder of childhood**.
- We believe in the enduring benefits of an exceptional **academic foundation**.
- We believe in the strength of a **diverse and welcoming** community.
- We believe in supporting the **spiritual and social development** of each child.



St. James' Episcopal School nurtures a terrific balance of academic excellence and character development. The campus is a wonderful atmosphere of happy, empathetic, and accomplished children engaging alongside early education professionals who excel in their fields and genuinely care about each student.

- Trustee



SMALL SCHOOL FEEL, BIG CITY APPEAL

The St. James' Episcopal School community takes pride in its identity as a top matriculating school that retains a "small school vibe." St. James' families and faculty appreciate the down-to-earth nature of the school. In the words of one parent, "We're not a celebrity school – we are more about academics and good kids. What matters most to us is how we make the best human beings." At its core, St. James' believes that teaching children kindness and empathy is essential to developing academically successful students and, even more importantly, good people.

Spanning two campuses (Preschool and Elementary), St. James' shines as a vibrant urban oasis at the intersection of Hancock Park and Koreatown, one of the most diverse neighborhoods in the city. Encompassing roughly 3 square miles, the area was once the epicenter of Golden Age Hollywood. Today, Korean and Latino populations contribute to Koreatown's rich cultural diversity. Nearby Hancock Park, meanwhile, was developed in the 1920s and features some of the most architecturally significant homes in the city. St. James' embraces and welcomes the kaleidoscope of cultures that make up Los Angeles, distinguishing it from peers.



St. James' is in the enviable position of enjoying full enrollment, a robust fundraising program, an expansive campus (with newly acquired property ready for development), a supportive community, an exceptional Board of Trustees, and dedicated, talented teachers. Graduates of St. James' consistently attend the top independent schools in Los Angeles. Simply put, this is an opportunity to lead one of the premier PS-6 schools in the country.



55 YEARS OF EPISCOPAL TRADITION AND ACADEMIC INNOVATION

The Reverend Dr. Samuel D'Amico founded St. James' Episcopal School as a mission of St. James' Episcopal Church in 1968 to provide a high-quality elementary education, grounded in the Christian faith, for families in the parish neighborhood. Housed in a humble apartment on Gramercy Place, St. James' opened its doors with four kindergarten students and one teacher. Through strong leadership, intentional planning and generous philanthropic support, the school has grown to over 370 students, expanding its campus and program to meet the needs of today's learners. This includes an innovative STEAM program, an extensive after school enrichment opportunities, and an array of co-curriculars.

Episcopal schools have a long history of education that is characterized by academic excellence, inclusivity, social involvement through service to others, and valuing the innate potential that every child brings to the world. St. James' is proud to be one of over 400 Episcopal elementary schools in America that provides an exceptional education to children of families of all faiths, traditions, or none. Students and staff at St. James' attend weekly chapel services, and once a month, the school convenes for All-School Chapel. In the Episcopal tradition, St. James' believes that there is something to be valued and respected living in a community that proclaims the unique worth and beauty of all human beings.

Teaching at St. James' reflects a "both/and" approach. While best known for a traditional educational program grounded in core academics, the curriculum encompasses project-based learning and differentiation. Delivering on its commitment to meeting each student where they are, the school has recently expanded the size of the faculty considerably. As a result, flexible grouping and learning centers support a consistently personalized learning experience, as well as fostering student collaboration with varying groups of peers. Rather than merely providing rote learning in its classrooms, the school encourages teachers to stretch the children's ability to analyze, synthesize, and evaluate what they learn; to apply their learning to new situations; and to present confidently and in a variety of formats what they have learned.



ST. JAMES' AROUND THE WORLD

With sister schools in Haiti and Korea, St. James' extends its commitment to community outreach and service to others to a global level. St. James' School is situated in a remote area of northern Haiti, near the border of the Dominican Republic, a 12-hour journey by road from the capital city of Port-au-Prince. Located in the countryside village of Munui, The Munui School is a two-hour journey by road from the capital city of Seoul. Through joint projects, faculty and student visits, and continuing education about the needs of these peer schools, St. James' students and the entire community develop a deeper understanding of their responsibility to care for all of God's people. Students leave St. James' inspired to engage in life-long service and support for others.

AT A GLANCE

- Established: 1968
- Number of students: 378 (51 in preschool and 327 in KRP through grade 6)
- Average class size: 14 in preschool; 20 in KRP through grade 6
- Student to teacher ratio: 5:1 in preschool; 7:1 in KRP and kindergarten; 11:1 in grades 1-6
- Employees: 84
- Annual budget: \$12 million
- Endowment: \$3 million
- Long-term debt: \$1.4 million
- Financial aid: about \$1.2 million annually
- Faculty and staff diversity: approximately 65% identify as persons of color



If St. James' excels at one thing it is guiding children into becoming conscientious, kind, and formidable human beings. It never ceases to amaze me how one after another the students of SJS exhibit thoughtfulness and care for all those around them.



- Current parent





BEYOND SCHOOL, BEYOND FUN!

[Beyond School](#) is St. James' tuition-inclusive enrichment program that provides students with opportunities to accrue more math and science skills, become versatile in written and verbal communication, hone, expand and foster their imaginations through visual and performing arts offerings and reflect and dialogue on what it means to be a global citizen. In addition, Beyond School builds connections across grade levels as well as meets the needs of busy families seeking an extended day for their children.

“ I like the fact that Beyond School challenges me. I can take risks and this makes me prepared for middle school ”

- Current student

A SCHOOL WHERE DIVERSITY IS SEEN AND TAUGHT

- St. James' was founded in 1968, during a time of civil unrest in Los Angeles, by a well known civil rights leader who envisioned an Episcopal school for students and families from all creeds and cultures.
- Over 50% of students, faculty, and staff identify as persons of color.
- The lens of DEIB and the spirit of the school's founding mission is applied thoughtfully and authentically to all areas of school life.
- St. James' is an Episcopal school that welcomes, celebrates, and supports families from all faith backgrounds and secular traditions.





SERVANT LEADERSHIP BEGINS HERE

The Service Learning program, which at St. James' begins with the school's youngest students, creates compassionate citizens who actively seek out ways to serve their community. All grade levels, from the youngest preschoolers through grade 6, take a servant leadership class in which they actively complete projects to support the hungry and the unhoused. The Servant-Leadership Institute at St. James' frames for the school's students that they will inherit a complicated but beautiful world and that there is a joyous obligation to tackle the world's problems to make it a better place. The Institute works closely with St. James' Episcopal Church in ensuring that students regularly support the hungry and the unhoused. 5th and 6th graders have weekly classes to support the parish food pantry and 6th grade oversees its own food pantry to support the hungry. St. James' parish food pantry is a key contributor to battling hunger in the Mid-Wilshire neighborhood, providing over 200 families with groceries and/or a meal each week.

EXPLORE WHAT MAKES ST. JAMES' UNIQUE

- [St. James' in-the-City Episcopal Church](#)
- [Preschool Program](#)
- [Elementary Program](#)
- [Parent Involvement](#)



FUTURE LEADERSHIP PROFILE

St. James' Episcopal School seeks a leader who enthusiastically embraces and champions the school's mission, which is grounded in providing a strong academic program that prepares students for continued educational success.

The successful candidate will demonstrate servant-leadership distinguished by a warm, welcoming, and inclusive personal manner, exceptional verbal and written communication skills, a commitment to values-based education and spiritual development, and a love for young children. They will also bring the skills, initiative, and drive to help further realize a compelling and sustainable vision for the future of the school.

The Board of Trustees of St. James' Episcopal School is conducting a national search to identify its next Head of School. Search consultants Tracy Bennett and George Sanderson of Educators Collaborative solicited input from all stakeholders during an on-campus visit and gathered additional input from stakeholders through an online survey. Based on this input, impressions of the consultants, and feedback from the Head of School Search Committee, the following represents a summary of the school's strengths, challenges and opportunities, and the skills and attributes desired in the next Head of School of St. James'.



Strengths of The School

- St. James' is unequivocally clear about its moral compass and its desire to combine strong academics with a focus on empathy, compassion, and support of the local community. The school's Episcopal identity grounds its mission and actions.
- St. James' strives to offer a learning environment that is joyful and inclusive, fostering curiosity and compassion balanced by rigor and self-discipline. Often described as "sweet," the school retains a level of humility that is refreshing and appreciated by all community members.
- Unlike many schools, St. James' is in the enviable position of enjoying full, steady enrollment and draws a diverse group of students from 52 different zip codes across Los Angeles.





- The St. James' community is impressively engaged in, and supportive of, the school. Parent volunteerism is remarkably strong and the high-functioning Board of Trustees is deeply committed and forward-thinking in its approach to governance.
- St. James' nurtures a collaborative and mission-focused partnership with St. James' in-the-City Episcopal Church. The school and the church are steadfastly aligned in their commitment to developing servant leaders and instilling a sense of community responsibility in children and adults alike.
- A robust culture of philanthropy thrives at St. James', both in terms of overall participation and dollars raised. The school raises significantly more per family than its peer schools nationwide and consistently sees 100% participation in annual giving from families, faculty, staff, and trustees.
- Funded by generous support from the St. James' community, the school has added twelve new faculty while continuing to lower teacher:student ratios. In addition, two new senior administrators curate faculty engagement and professional development, enhancing social-emotional work with students.
- A remarkably diverse school, St. James' commitment to diversity, equity, inclusion, and belonging has remained a core value since its founding a half century ago. A Dean of Students & Belonging supports the multiplicity of cultures in its community, leading intentional programming to advance the school's diversity and inclusion goals. DEIB and the socio-emotional experience of individual students is consistently at the forefront in teaching and learning at St. James'.
- St. James' has earned an outstanding reputation in Los Angeles and nationwide. It is deeply respected for its academic programs and commitment to nurturing the character of its students. The strength of the school is reflected not only in its full enrollment but also by the fact that its graduates go on to attend the area's top independent schools, with the majority attending Harvard-Westlake School and Marlborough.



Opportunities and Challenges

Develop and implement a vision for development of the recently acquired properties and embark on the school's next capital campaign

In 2022, St. James' acquired two properties contiguous to its preschool campus. The next Head of School will be charged with developing and implementing a vision for the use of these properties, which offer a tremendous opportunity for the school to better serve its community. In partnership with the Board and Church, designing and implementing a masterplan for the entire parish and school campus will be an immediate priority for the new leader. In addition, executing a significant capital campaign will be important to successfully realizing this goal.

Maintain full enrollment and increase demand within target areas

While the largest number of students come to St. James' from the immediate surrounding areas of Hancock Park and Koreatown, some families travel up to 40 minutes to attend the school. The school sees an opportunity to increase demand from the local neighborhood to attract mission-aligned families and strengthen ties to the surrounding community. Clarifying and affirming the school's identity as a premier independent elementary school with a unique neighborhood connection will be part of this work.

Continue to recruit and retain mission-aligned, passionate, world class faculty, supporting their wellness and professional growth

Committed, talented faculty are at the heart of St. James' and continuing to invest in their growth and development is key to successful teacher recruitment and retention. In 2016 the school established a Teaching & Learning Institute (TLI), and leveraging the TLI will be an exciting and essential next step for St. James'. The next Head of School will support the Dean of Faculty's work in consciously blending professional development with teacher evaluation to support a culture that values creativity and autonomy as well as ongoing growth and accountability.



Guide and nurture the school's commitment to DEIB and its Episcopal traditions

St. James' is committed to fostering a diverse and inclusive community that empowers its students and families to celebrate their cultural identities, faiths, backgrounds, and heritages. The school recognizes the inherent tension in its Episcopal identity, some of the school's recurring traditions, and its work to develop cultural competence among all community members. The school will look to the next Head to guide the community by supporting respectful dialogue, ensuring a safe, inclusive space, and facilitating change in a thoughtful, transparent manner.

Continue to strengthen and expand the academic program

St. James' is recognized as a top matriculating school with a rigorous curriculum. Continuing to integrate leading edge teaching strategies, including differentiated instruction across all grades and expanding its STEAM programming, is key to providing students with the skills and knowledge needed for ongoing educational success.

Steward the relationship with the parish

As a parish school, St. James' enjoys a fruitful and engaging relationship with St. James' in-the-City Episcopal Church. The school shares some facilities with the church and the rector of St. James'-in-the-City is a member of the Board of Trustees of the school. While there is a shared commitment to caring for members of the immediate community, particularly those who need food and housing, student safety must always be a priority. Working together to develop plans for space use and programs that support the mission of service and ensure the safety of the school community will be important. The church and the school value their close connection and spirit of collaboration.

Support administrative infrastructure and efficiency

The next Head of School will work to support the administrative structure, systems, and the development of the administrative team.



Skills and Attributes of the Next Head of School

St. James' seeks a visionary leader and passionate educator to step into the challenging role of Head of School. The school takes great pride in nurturing an environment that is compassionate and rigorous, joyful and disciplined, and intentionally develops head, heart, and spirit. An individual who brings energy, integrity, faith, and intellect will thrive and experience success in the St. James' community.

The ideal candidates will possess many of the following skills and attributes:

- A commitment to servant leadership that includes delegating responsibility, empowering and inspiring others, working in partnership, and holding people accountable in ways that support continued professional and personal growth
- Demonstrated success in the classroom and in leadership roles in elementary and/or PS-8 settings
- The capacity to facilitate inclusive dialogue, make difficult decisions, have courageous conversations, and build trust
- Thoughtful, respectful words and actions that reflect a depth of self-knowledge, faith, humility, and commitment to the mission of the school
- Proficient understanding of strategic financial sustainability, budget development, student and faculty recruitment and retention, and enrollment management
- A deep love for children, an earnest belief in joyful learning, and unbridled enthusiasm for the school's compelling mission of guiding young children to do and be their best
- An inspiring communicator who is warm, personable, transparent, and approachable and who listens deeply to all community members while taking the time to understand the culture of St. James'



- A visionary builder who can think strategically in partnership with a hard-working Board and capably execute plans to bring initiatives to fruition, while managing community expectations and the impact of change
- Charismatic and skilled in building relationships within and beyond the St. James' community, generating excitement about the school's mission to instill in its students intellectual curiosity, compassion for others, and respect for all of God's creation.



St. James' Episcopal School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, ancestry, national origin, disability, marital status, age, sexual orientation, gender, medical condition, or any other characteristic protected under federal, state, or local discrimination laws. If you have a strong sense of self, a good sense of humor and the qualifications to match, submit your application.



St. James' students past and present are curious, confident, respectful, well-rounded, and active members of their community. They are challenged, supported, and encouraged to take risks and try new things.



- Current parent





SUMMARY OF THE SEARCH PROCESS

Candidates interested in this position are asked to submit the following materials by **November 15**:

- EC Summary Sheet and Disclosure Statement (contact Tracy Bennett or George Sanderson for these documents)
- Letter of Interest addressed to the Search Committee
- Current Resume
- Statement of Educational Leadership Philosophy
- A list of five or more references with contact information (name, relationship to candidate, phone and email addresses)

Application materials are to be sent electronically via email to:

Tracy Bennett, Partner, Educators Collaborative
Email: tbennett@educatorscollaborative.com

George Sanderson, Partner, Educators Collaborative
Email: gsanderson@educatorscollaborative.com

The Search Schedule

The Search Committee plans to identify a preliminary group of candidates to interview (virtually) in early December. From this group the Search Committee will select finalists for two days of interviews on campus in early 2024. The Trustees expect to reach a decision and appoint a Head-Elect shortly after finalist visits with the term of office to commence on July 1, 2024. The salary range for this position is \$275,000 - \$350,000 and benefits are competitive. The school provides a beautiful, spacious residence close to campus for the Head of School.



**ST. JAMES'
EPISCOPAL
SCHOOL**

Preschool Campus
625 S. Gramercy Place
Los Angeles, CA 90005

Elementary Campus
625 S. St. Andrews Place
Los Angeles CA 90005

www.sjsla.org