



The Meritas International Family of Schools is seeking a high-energy, visionary and dynamic educational leader who will inspire a talented and dedicated faculty and staff to provide the best in academics, extracurricular activities and pastoral care to the more than 1,100 students from more than 40 nationalities who are proud to call The Village School their school.

HISTORY

Founded in 1966, The Village School initially served 100 students, aged three through five. In 1973, Ms. Betty Moore acquired the school and set forth the school's original mission to "foster excellence through knowledge, character, and integrity," a guiding legacy that continues to shape the school's character and purpose. In 1981, The Village School outgrew its facility, and moved to a larger campus on Memorial Drive. By 1983, the program had expanded to include students from pre-school through grade 4, and the school relocated to its current campus. In 1984, the first of three new buildings opened, providing space for 25 classrooms, a gymnasium, a stage, a computer room, a music room and a library. The school also added grade 5 and increased enrollment to nearly 400 students. Grade 6 was added in 1988. The Village School continued to expand throughout the 1990s, adding grade 7 in 1991 and graduating its first 8th grade class in 1993. In 2006, The Village School celebrated its 40th anniversary of academic excellence and joined the Meritas Family of Schools. 2008 proved to be another defining year in the school's history. The Village School opened its high school program, with more than 50 pioneering 9th graders. With each subsequent year, an additional grade was added, reaching grade 12 in the fall of 2011. The community of students from more than 40 nations shares a commitment to uncommonly high levels of achievement. The dedicated and caring faculty and staff continue to prepare students for future success at the most prestigious colleges and universities throughout the world. Village School is fully accredited by the Texas Association of Accredited Private Schools (TAAPS). Village High School is an official International Baccalaureate World School offering the IB Diploma Program.



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THE MERITAS INTERNATIONAL FAMILY OF SCHOOLS

Meritas Schools are a worldwide family of college preparatory schools committed to maximizing student potential. By building a network of high quality schools focused on educational excellence in the Americas, Europe, and Asia, Meritas Schools provide their students with an exceptional academic and college preparatory experience. Schools in the Meritas family all share a commitment to the highest levels of quality. They strive to achieve excellence by sharing best practices in education and school management and hold in common the belief that a student-centric approach to education is paramount to successfully preparing young people for life.

THE CITY OF HOUSTON

With a population of 2.2 million in its 600 square mile area, Houston is the fourth-largest city in the United States. Its economy has a broad industrial base in the energy, manufacturing, aeronautics, transportation, and health care sectors. Only New York City is home to more Fortune 500 headquarters in the city limits. The Port of Houston ranks second in the US in total cargo tonnage handled. The city has a population from various ethnic and religious backgrounds and a large and growing international community. Foreign governments have established 89 consular offices in metropolitan Houston. In 2008, Houston received top ranking on Kiplinger's Personal Finance *Best Cities of 2008* list which ranks cities on their local economy, employment opportunities, reasonable living costs and quality of life. Houston is a multicultural city, in part because of its many academic institutions and strong industries. Over 90 languages are spoken in the city. It also has more Hispanic Americans than any other city in Texas. Houston has some of the largest communities of Indian, Pakistani and Nigerian descent in the United States. Houston is a diverse city with a large and growing international community. The metropolitan area is home to an estimated 1.1 million (21.4 percent) residents who were born outside the United States. Houston is home to the internationally renowned Texas Medical Center, and has more than sixty colleges, universities and other degree-granting institutions (including Rice University and the University of Houston) with a total enrollment of approximately 360,000 students. The downtown Theater District is home to nine major performing arts organizations and six performance halls. Of the 10 most populous U.S. cities, Houston has the most total area of parks and green space: 56,405 acres. The city also has over 200 additional green spaces that are managed by the city.

THE CAMPUS



The Village School campus is situated on more than 12 acres in a residential area of West Houston. The campus consists of more than 70,000 square feet of facilities dedicated to the pre-kindergarten through grade 8 program, and nearly 50,000 square feet dedicated to the high school program. In addition, the school has acquired nearly 12 acres of land for future development that also offers facilities with more than 30,000 square feet.



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THE STUDENTS

The student body of The Village School numbers more than 1,100 students from PK through grade 12, with more than 40 nationalities represented. There are 160 students in the Pre-School; 400 in Primary School; 270 in Middle School; and, 310 in High School. Thirty per cent of the student population receives financial aid, which amounts to \$2M annually. In June 2012, Village will have its first high school graduation ceremony – another landmark for the school.

Village School graduates have been accepted to prestigious colleges and universities around the world, including: Air Force Academy, Boston College, Cal Tech, Cambridge, Colorado, Columbia, Cornell, Duke, Emory Harvard, Holy Cross, Loyola, Naval Academy, Notre Dame, Oxford, Penn, Princeton, Rice, Stanford, Texas, and Yale.



THE FACULTY

There are 167 members of the teaching staff, which makes for a very favorable student teacher ratio. Many members of the Pre-School, Elementary and Middle School faculty have been at the school for more than 20 years, which provides a sense of continuity and institutional memory.

THE CURRICULAR PROGRAM

Meritas' student-centric approach ensures that students enjoy special opportunities both in and beyond the classroom. The full range of extracurricular activities and academic opportunities complement each other and support the development of well-rounded children who are prepared to attend the world's leading universities and compete in tomorrow's global economy. Within these principles, each school crafts its own philosophy and curriculum.

The Village School has as its mission a commitment not only to academic excellence but to promote a desire for lifelong learning and intellectual growth within a multicultural learning environment. The school nurtures a sense of social responsibility and a respect for others to prepare its students to become responsible citizens of the world. In the spirit of honoring each student's individuality the school is very flexible in matching the academic program with the student's interests and abilities.

PRIMARY SCHOOL

The Primary School (Pre-School/Pre-Kindergarten/Kindergarten) is dedicated to providing students with rich opportunities for intellectual, emotional, and social growth. Hands-on exploration is emphasized in a fun, stimulating environment that is supportive and allows students to gain confidence, while achieving their full potential.

Teachers deliver an integrated core curriculum of balanced literacy, mathematics, science, and social studies. Students also meet with specialist teachers for movement (motor control), music, Spanish, computer, and library. The Primary School fosters an environment of creativity, teamwork, and independence while celebrating each child's unique qualities and achievements. It is a vibrant community that promotes growth, encourages the love of learning, and provides a safe atmosphere where students are appropriate risk takers.



ELEMENTARY SCHOOL

The Village Elementary School is dedicated to providing students with rich opportunities for intellectual, emotional and social growth. We emphasize hands-on exploration in a fun, stimulating environment that is both challenging and supportive. Students are encouraged to nurture their natural curiosity by asking meaningful questions and discovering answers. In this way, they strengthen critical thinking skills and develop a love of learning which they carry with them throughout their lives.

Teachers offer an integrated curriculum that promotes reading, phonics, spelling, writing, mathematics, science and social studies. They foster creativity, teamwork and independence and take the time to celebrate each child's "wins" and offer extra support and encouragement when needed. In Grades 4 and 5, students receive instruction that provides the best possible preparation for their continued learning and growth. This includes departmentalizing the fourth and fifth grades into 45-minute blocks of math, science, social studies, reading, language arts and writing. Studies have shown that such departmentalization makes the transition to secondary school far smoother than traditional grade structures. The Upper Elementary Curriculum includes classes in: Art Appreciation, Computer Lab, Drama, History, Geography and Map Skills, Mathematics, Music, Physical Education, Reading, Science, Spanish, Writing and Grammar.

MIDDLE SCHOOL

The Middle School is a vibrant learning environment that focuses on the educational and social needs of children in Grades 6 through 8. Students enter the sixth grade as children; we work together to help them become responsible young adults. Our middle school program is a personal, nurturing environment that provides students with the relationships and resources they need to thrive. Our homeroom teachers are not only instructors—they are trusted advisors who monitor and care for students. In early adolescence, students need to acquire study skills and “learn how to learn,” therefore the focus is on reading, writing, and speaking skills, as well as taking notes, making decisions, critical thinking, problem solving and high-order reasoning. Students are taught how to access information in the library, use computers and other technology safely and effectively, and how to take tests. The middle school curriculum also emphasizes character development and promotes personal growth. Under the leadership of caring teachers, students define and strengthen their individual interests and master the knowledge and skills required by a vigorous curriculum. Extracurricular activities like Math & Science Club and Chess Club enhance academics and let students flex their intellectual muscles, while the athletics program keeps them challenged and fit.



HIGH SCHOOL

Village High School teachers are masters of their disciplines, yet not afraid to innovate as they educate or to use creative strategies that engage students and motivate them to excel. They are passionate about teaching, but continue to seek opportunities to expand their own knowledge and experience. They set the bar high for their students, teaching the essential skills to be successful academically, but are also sensitive to different learning styles inherent in their students. Perhaps most important, they have that special knack for connecting with students one-on-one.

THE ARTS: CREATE, IMPROVISE, EXPLORE

At Village, the fine and performing arts are not only an integral part of the curriculum, but also a passion. The process of creation, improvisation and exploration forms the cornerstone of the school's philosophy. Led by gifted artists and teachers, students have a choice of comprehensive offerings (Band, Choir, Orchestra, Musical Theater, Drama, Studio Arts, and Dance) which

provide them with powerful vehicles of self-expression, reflection and creativity. Students are encouraged to find and pursue the creative area of their choice, whether it is acting, singing, playing an instrument, or in the visual arts.

ATHLETICS: CONFIDENCE, TEAMWORK, FUN

The Village School Athletic Department believes that a properly managed sports program helps meet a student's need for self-expression, mental alertness and physical growth both on and off the field. Village offers a variety of individual and team sports so that every student has the opportunity to participate. The Athletic Department is also deeply committed to providing the lower school students with opportunities to engage and learn the fundamentals of a variety of sports, preparing middle school athletes for high school competition, and furnishing every high school athlete with the skills to compete in interscholastic sports. Village School high school teams compete throughout the greater Houston area, while middle school teams are participants in the Houston Junior Prep Conference. Currently, Village School athletes compete in: soccer, basketball, track & field, tennis, lacrosse, football, volleyball, cross country, and softball.

EXPERIENTIAL LEARNING

The Village School is known for its class trips, which take the classroom curriculum "on the road," providing hands-on opportunities for students to apply what they have been studying in the classroom on locations around the United States. Each grade travels to a different location:

- 4th Grade –classes live the pioneer life for a day
- 5th Grade – an overnight trip to McKinney Roughs Science Center.
- 6th Grade – Students experience four days of outdoor education at MO Ranch,
- 7th Grade – Texas History comes alive as students travel the state to visit historic sites
- 8th Grade – Students travel to Boston and environs to visit historical sites
- 9th Grade – Students spend six days and five nights in Big Bend National Park
- 10th Grade – California, including San Francisco, with outdoor adventures
- 11th Grade – Adventures in Wyoming and Grand Teton National Park

As a member school of the Meritas Family of Schools, Village students have the opportunity to participate in special annual events hosted by various Meritas schools. These events include: the Meritas European Band Tour, the Meritas Games, the Meritas Music Festival, and the Meritas International Theater Festival.

WHAT PEOPLE SAY ABOUT THE VILLAGE SCHOOL

The strengths of Village School most frequently mentioned include:

- international community / outlook and diversity of student population
- the family / community feeling
- school's strong academic reputation and high standards
- a large number of very dedicated teachers

- students respect one another's differences
- offers the IB Diploma Program
- only school in Houston with a boarding program
- commitment to the Arts

GOVERNANCE AND ADMINISTRATION

While The Village School is a for-profit school, all profits are reinvested in the school's infrastructure. The Head of School reports to the Chief Executive Officer of Meritas Schools, LLC.

The Head of School is assisted in the administrative operations of the school by the Primary Director, The Elementary Director, the Middle School Director, the High School Director, the Director of Finance and Operations, the Director of Academic Affairs, the Counseling Director, the Athletics Director, the Performing Arts Director, and the Director of Residential Life, all of whom report directly to the Head of School.

OPPORTUNITIES AND CHALLENGES

As Head of The Village School, the successful candidate will have the opportunity of sharing best practices and working with the other leaders of the Meritas International Family of Schools.

The challenges facing the next Head of School include ensuring that:

- the school's program stays consistent in quality with its rapid growth
- all teachers feel valued as the high school continues to expand its program
- the boarding program and facilities meet the needs of a growing boarding student population
- the school is promoted both among the local population and among the expatriate community working in the energy corridor
- the organizational structure of the school is assessed for its effectiveness
- faculty and staff work with the Head to build a sense of a single school community

RESPONSIBILITIES AND QUALIFICATIONS

Successful candidates will model effective leadership defined by integrity, clear and open communication, high standards, and an understanding of the needs and interests of a diverse community of students and parents. They will have a demonstrated track record of success in managing exceptional international college preparatory schools.

Responsibilities

The Head of School oversees the organizational, operational, and academic functions of the school; formulates the school's strategic plans, programs and budgets; and directs, supported by the administrative team, the day-to-day operation of the school.

He/she leads and oversees the development of the academic program, ensuring that the curricular scope and sequence, as well as instructional strategies, reflect the school's philosophy and objectives and the high standards of the Meritas Family of Schools. He/she is responsible for the hiring, evaluation and professional development of faculty and staff, as well as decisions relating to teacher retention.

He/she directs academic, financial and physical planning, including the development and presentation of the budget and expansion programs. He/she establishes, and oversees the implementation of and compliance with operational procedures, rules, and standards relating to faculty and staff, financial operations, and other operational procedures.

He/she represents the school in dealing with the student and parent community.

Qualifications:

- a visible presence involved with all aspects of the school's life
- international experience but understands the American system
- charismatic and dynamic with strong interpersonal skills
- background in education but understands the business side of schools
- a team builder and collaborative – can work with a strong Senior Leadership Team
- visionary but practical
- effective communicator and advocate for the school
- experience with and appreciates cultural diversity
- structured, but flexible
- experience with managing change
- a willingness to commit for a significant period of time

SALARY AND BENEFITS

The salary will be competitive and commensurate with the qualifications and experience of the successful candidate. The compensation package includes benefits typical for this type of position.

APPLICATION PROCEDURES

This position offers an exceptional leadership opportunity for a dynamic leader to give shape and direction to this exciting, academically strong PK-12 school with a global vision.

To apply for this position, please send as separate documents in Word or PDF format:

- *a cover letter expressing interest in The Village School*
- *a current résumé*
- *a statement of educational philosophy and practice*
- *a list of four references with name, phone number, and email of each to:*

Barry D. Rowland or Arthur H. Charles
Senior Search Consultant
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