Mission
The mission of St. Mary’s Episcopal School is to provide a superior educational experience for girls which will encourage and enable each student to reach her individual potential.

Core Values
St. Mary’s Episcopal School is committed to upholding the standards of excellence and integrity in everything we do. We approach teaching and learning with an intentional blend of tradition and innovation. Our Episcopal identity and Christian foundation compel us to cultivate a diverse community devoted to lives of faith and service.

OVERVIEW
Long before women had the right to vote, Mary Foote Pope believed in providing girls with the very best education possible. To that end, in 1847, she founded St. Mary’s Episcopal School in Memphis, Tennessee. Over 170 years later, St. Mary’s continues to thrive as one of only 10 Episcopal schools for girls in the country and the only one in Memphis. Serving 825 students from age two through grade 12, St. Mary’s inspires students to achieve academic excellence through a classic liberal arts curriculum bolstered by a strong STEM program. Students also engage in the visual and performing arts, work with the latest technology, and participate in athletics, extracurricular activities, and community service. The results each year are remarkably confident, competent, and connected young women.

St. Mary’s Episcopal School seeks a dynamic, collaborative, and inspiring educational leader to serve as its next Head of Upper School starting in July 2020. The successful candidate will be an experienced educational leader devoted to the school’s mission and programs. St. Mary’s Upper School Head serves as the academic, cultural, and operational leader of the Upper School — overseeing the academic, social, and emotional well-being of Upper School students in coordination with the Director of Studies, Dean of College Counseling, and Upper School Counselor.

This is an exceptional opportunity to lead a high-quality Upper School with deep ties to its community and an unwavering commitment to its Episcopal mission.
School History

St. Mary’s Episcopal School is the oldest independent school in Tennessee — and the only Episcopal school for girls in the state. From its beginning in 1847, under the auspices of the historic Calvary Episcopal Church, St. Mary’s has been dedicated to the education of girls within a nurturing and loving Christian environment.

The school has changed locations over the years, including to Hernando, Mississippi, from 1862 until the end of the Civil War. From 1910 to 1949, Helen Loomis guided St. Mary’s through the Great Depression and the two world wars. From 1949 to 1958, Gilmore Lynn directed St. Mary’s through a period of growth to 400 students. In 1953, she moved the school to its current location at the intersection of Perkins and Walnut Grove in Memphis.

Nathaniel C. Hughes served as headmaster from 1962 to 1973. During his tenure, the school graduated an increasingly high percentage of National Merit Scholars, incorporated as an independent Episcopal school, and became the first independent girls’ school in Memphis to racially integrate its student body. St. Mary’s grew rapidly during the 1970s, with the Upper School increasing from 107 to 250 students. The school has maintained and nurtured a diverse student body ever since. In the past decade, the school has also expanded physically with several large construction projects and has continued to evolve its academic, athletic, and community-life programs.
**The School**

St. Mary’s is a remarkably tight-knit community committed to academic excellence through a liberal arts curriculum and to the overall social-emotional and physical development of every girl. This highly regarded college preparatory school draws students from a broad range of socioeconomic, religious, and ethnic backgrounds and communities. Through an intentional blend of tradition and innovation, the dedicated faculty provide students with habits of mind and academic tools to thrive in college and beyond.

With the opening of a new 60,000-square-foot Athletic and Wellness Center in January 2020, students in grades 6 to 12 will have access to a new varsity gym, dining hall, strength and conditioning center, and additional classrooms. With completed construction, a successful five-year SAIS accreditation, and the adoption of the next Strategic Vision, St. Mary’s — and the Upper School in particular — is poised for even greater health and achievement.

The Strategic Vision is designed to strengthen all aspects of the school community, including the school’s commitment to all-around academic excellence and community life; to diversity, equity, and inclusion; and to both the school’s financial sustainability and its central position in the marketplace.

St. Mary’s is a charter member of the Online School for Girls, now One Schoolhouse. The school has been associated with the Church of the Holy Communion since 1953 and is accredited by the Southern Association of Independent Schools (SAIS).
**Academics**

St. Mary’s Upper School strives to provide a superior educational experience for girls. Through a liberal arts curriculum with outstanding STEM programs, the faculty constantly encourage students to think critically, creatively, and independently.

The Upper School also feels strongly that each girl’s program of study is as unique as she is. To this end every year, the school meets one-on-one with each girl and her family to discuss course options that best fit her interests, goals, and extracurricular life. All students must enroll in five academic subjects that meet the requirements for each grade, but they also have the opportunity to add a wide-range of non-academic and elective courses, both online and in-person. The overarching goal is to create a program of study that provides the appropriate level of challenge for each girl.

Unique to St. Mary’s, the daily schedule strategically allows students time to process information, meet one-on-one with teachers, and work collaboratively with one another. The structure of the schedule is based on current brain research into how girls learn best.

**College Placement**

Members of the Classes of 2016-2019 have matriculated to over 115 colleges and universities, including:

- Auburn University
- Bates College
- Boston College
- Boston University
- Chapman University
- Colgate University
- College of Charleston
- Cornell University
- Dartmouth College
- Duke University
- Elon University
- Emory University
- Fordham University
- George Washington University
- Georgetown University
- Harvard University
- Johns Hopkins University
- Kenyon College
- McGill University
- New York University
- Northeastern University
- Northwestern University
- Oberlin College
- Princeton University
- Purdue University
- Rice University
- Saint Louis University
- Texas Christian University
- Tulane University
- University of California, Los Angeles
- University of Chicago
- University of Denver
- University of Memphis
- University of Miami
- University of Notre Dame
- University of Pennsylvania
- University of Richmond
- University of St. Andrews
- University of Texas, Austin
- University of Virginia
- University of Wisconsin, Madison
- Vanderbilt University
- Xavier University of Louisiana
In all, the Upper School offers a wide range of required and elective classes, including 41 honors and 16 Advanced Placement (AP) courses. Students also take courses through One Schoolhouse: Online School for Girls and have the opportunity to participate in Honors Independent Research Study (HIRS), through which they participate in high-level independent research with a community mentor. Over the course of her senior year, each girl delivers a senior speech to the Middle and Upper School students and faculty on the topic of her choice.

The 57 members of St. Mary's class of 2019 were accepted to 115 colleges and universities in the U.S. and abroad. They matriculated to 39 institutions and earned more than $14 million in merit-based scholarships. Eighteen percent of the class of 2019 were recognized by the National Merit program.

**Arts**

The fine arts are an integral part of the St. Mary’s curriculum. The school encourages each girl to explore her interests and creativity through curiosity and collaboration, discover her unique talents, and find her own perspective.

The visual arts program enables students to experience success in the creative process while fostering the intellectual skills of observation, critical thinking, inquiry, and problem solving. Upper School students may choose from several studio and art history courses as electives, including AP Studio Art and AP Art History.
In the performing arts, the Upper School drama department stages two musical and theatrical productions every year. For music, Upper School students can take part in two large ensemble groups, the Concert Choir and the Wind Ensemble. A smaller Chamber Ensemble, in which members are chosen by audition, performs regularly at St. Mary’s and throughout the greater Memphis community, including performances at St. Mary’s Cathedral, the Tennessee governor’s inauguration, and professional sporting events.

**ATHLETICS**

In St. Mary’s Upper School, athletics are intended to be the culminating experience for the highly committed and skilled athlete. Over the years, varsity teams have won numerous league state championships and have produced dozens of college athletes. Three quarters of St. Mary’s girls are athletes, and half of those are multi-sport athletes. Under the umbrella of Wellness, fitness, and health education are offered at the freshman level and are essential parts of the total educational program.

Fall sports include soccer, volleyball, golf, and cross-country. Winter sports include basketball, bowling, fencing, and swimming. Spring sports include lacrosse, track and field, tennis, and trap shooting.

The Athletic and Wellness Center, opening in January 2020, will further elevate the role of athletics at St. Mary’s and will provide students with the spaces necessary to fully develop their skills.
St. Mary’s offers myriad opportunities beyond the classroom. Students are encouraged to try new things and achieve levels they never thought possible, all while learning teamwork, leadership, cooperation, and project management. In all cases, the goal is to celebrate and promote each student’s gifts, talents, and interests.

Student clubs, 22 in all, include Mock Trial, Model UN, Facing History and Ourselves, Latin, Spanish, French, Ecology, Art, STEM, and more. Students also take part in various honor societies, school publications, student government, and other groups. The student-led St. Mary’s Community Fund raises approximately $35,000 a year for local agencies.

The Upper School counseling program also helps students build strong social competency, emotional resilience, and self-advocacy skills. The focus on emotional intelligence and well-being includes mindfulness training, conflict resolution, effective communication, empathy training, and more.

Powerful student traditions—from Derby Day (celebrating the opening of school) to Black Friday (celebrating seniors’ last day of school)—serve as rites of passage and nurture the strong Upper School community. At year’s end, seniors begin the process of saying goodbye by spending the night on campus and writing letters of appreciation to their teachers and underclassmen.
SPIRITUALITY

St. Mary’s welcomes girls of all faiths and actively fosters their faiths as a strong and joyous basis for living principled lives. One of the visible markers of the school’s Episcopal identity is Chapel. Girls in the Upper School attend Chapel every day — as a centering moment in a busy world and a time to gather as a community. St Mary’s strives to create an environment that is comfortable for both Christians and non-Christians, encouraging girls to find the love of God at work in each other, and to seek truth in places they might not have otherwise looked.

CAMPUS

St. Mary’s Episcopal School is divided into a North and South Campus in a residential neighborhood in Memphis. The school is located a few blocks from the University or Memphis and eight miles from downtown Memphis. The Upper School is on the South Campus, along with the Middle School. The Taylor Building houses all the Upper School Classrooms and the Counseling Office. This is connected to Garrott Hall, home to the Upper School administration, and the Windland Smith Rice Building, which houses the school library, the Rose Learning Center, and the Barksdale Technology Center. South Campus is also home to the Church of the Holy Communion and the Buckman Performing & Fine Arts Center.

In January 2020, the school will open its new, 60,000-square-foot Athletic and Wellness Center. The center will provide students in grades 6-12 with a new varsity gym, dining hall, strength and conditioning center, and additional classrooms.
MEMPHIS, TENNESSEE

With a diverse population of 650,000, Memphis is Tennessee’s second largest city, after Nashville, and the largest city on the Mississippi River. Forbes magazine recently ranked Memphis fourth on its list of “The Happiest Cities to Work in Right Now,” and a study by WalletHub ranked the city seventh in the nation for entrepreneurs. Having grown from the nation’s major center for the cotton and lumber industries, the city has a healthy, mixed economy today. The largest employer is FedEx, which maintains its global air hub at Memphis International Airport, making it the second-busiest cargo airport in the world. The International Port of Memphis hosts the fifth busiest inland water port in America with access to the Mississippi River.

Memphis is a well-known and vibrant cultural scene. In the mid-20th century, many famous musicians got their start here, including Aretha Franklin, Johnny Cash, Elvis Presley, and Jerry Lee Lewis. While the city is widely respected for its musical roots, the music scene is alive and well today, shaped by an increasingly multicultural mix of influences across the blues, country, rock n’ roll, soul, and hip-hop genres. Each year, the city runs the internationally renowned Beale Street Music Festival.

Memphis is also the city where Dr. Martin Luther King, Jr. was assassinated in 1968. In honor of King’s life, work, and legacy, Memphis is now home to the National Civil Rights Museum, a Smithsonian affiliate that draws thousands of visitors a year. The city is also home to two dozen colleges and universities, as well as the Memphis Brooks Museum of Art, the oldest and largest fine art museum in Tennessee. Add in a low cost of living, a dynamic Southern food culture (more than 100 barbecue joints), a temperate climate, and a forward-looking attitude, and Memphis becomes an excellent choice as a place to live and work.
OPPORTUNITIES AND CHALLENGES

The next Head of Upper School will inherit a division characterized by stable and exemplary leadership and defined by unconditional positive regard for both students and faculty. Fairness, integrity, humility, and the joyful pursuit of academic excellence are the hallmarks of this period of great strength in the Upper School. This legacy of the departing Upper School Head, who is leaving to lead her own school, is considerable and will be preserved in the commitment that faculty and staff have toward each other and their focus on providing a rigorous academic experience for a variety of learners.

The next Head of Upper School will face challenges and opportunities including:

- The schoolwide commitment to diversity, equity, and inclusion in the context of a community that reflects a wide variety of values and ideological backgrounds.
- The opening of the Athletic and Wellness Center in January 2020, which will bring incredible opportunity to implement new systems and expand programming.
- The careful balance of nearly two centuries of history and tradition with a commitment to innovation and openness to new ideas.
- Meeting the school’s mission of academic excellence and student achievement while increasing attention to personalized learning and support for every student.
- The opportunity for continued examination and refinement of Upper School curriculum as part of a two-year-old through 12th grade curriculum.
RESPONSIBILITIES

The Head of Upper School serves a central role in the school’s leadership and daily administration. This position reports to the Head of School and is charged with the comprehensive responsibility for all curricular and non-curricular development/activities involving students and faculty in the Upper School.

The Head of Upper School:
• Serves as the academic, cultural, and operational leader of the Upper School.
• Oversees the academic, social, and emotional well-being of Upper School students in coordination with the Director of Studies, Dean of College Counseling, and Upper School Counselor.
• Ensures the academic program is rigorous, innovative, culturally responsive, and student-centered.
• Has primary responsibility for student discipline.
• Oversees communication between school and parents and meets with parents about issues of mutual concern.
• Works with the Assistant Head of School and department heads to recruit, hire, evaluate, and retain Upper School faculty.
• Collaborates with colleagues on the school’s academic team to ensure a consistent and cohesive preK-12 program.
• Collaborates with the Director of Admission in the enrollment and retention of Upper School students.
• Collaborates closely with the college counselors to support students’ transition to post-secondary education.
• Leads the Academic Council and sits on the Academic Team and Admission Committee.
The ideal candidate will offer most or all of the following qualifications and qualities:

**Professional Qualifications**
- An advanced degree and evidence of a commitment to lifelong learning.
- A strong record of success in Upper School teaching and school administration, including the artful balance of faculty autonomy with consistent mentoring and evaluation.
- A clearly articulated passion for girls’ education.
- Exceptional interpersonal and communication skills.
- Personal commitment to diversity, equity, and inclusion (DEI) and an understanding of how DEI is best woven into the academic, co-curricular, and social-emotional functions of the school.
- Experience partnering with parents in support of student learning and growth.
- A strong knowledge base of best practices in teaching and learning.
- A commitment to personalized and differentiated instruction and support in the context of a rigorous academic program.

**Leadership Style**
- A collaborative, consensus-building leader who actively solicits input and asks powerful questions; listens well; communicates with inspiration and clarity; and effectively delegates and empowers staff.
- A proponent of thoughtful innovation who skillfully moderates the pace of change.
- Visible, communicative, approachable, and responsive.
- A decision-making philosophy that prioritizes students’ best interests.
- The confidence to advocate for new ideas, invite disagreement, welcome feedback, and admit mistakes.
Personal Qualities

- Reflective and thoughtful, upholding the highest levels of integrity and impartiality.
- Support for the school’s Episcopal identity and an understanding of and appreciation for the role of spiritual development in the context of development of the whole girl.
- Warm, supportive, and consistent.
- Eager to engage actively with students and parents and willing to prioritize visibility despite the demands of a busy professional schedule.
- Appreciation for the sensitivities surrounding issues of diversity and commitment to honoring multiple perspectives in order to maintain an authentic, inclusive community.
- A sense of humor.

To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A one-page statement of educational or leadership philosophy and practice;
- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate’s permission) to:

Marsha Little  
Search Consultant  
marsha.little@carneysandoe.com

Amanda Riegel  
Search Consultant  
amanda.riegel@carneysandoe.com