



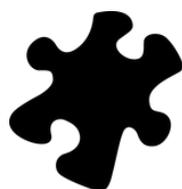
## HEAD OF SCHOOL

Start Date: July 2026

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St. James School

Philadelphia, Pennsylvania | [stjamesphila.org](http://stjamesphila.org)



Carney  
Sandoe  
& ASSOCIATES

# MISSION STATEMENT

St. James is a faith-based educational community deeply rooted in transformative loving relationships.

## VISION:

A world without inequities.

## At a Glance



**2011**  
established



**93**  
total enrollment



**100%**  
students of color



**26** (including instructional support)  
total faculty



**60%**  
faculty with advanced degrees



**8.4:1**  
student-faculty ratio



# OVERVIEW

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St. James School is a tuition-free, independent Episcopal Middle School in the Allegheny West neighborhood of Philadelphia. After several years of planning, partnering with neighbors, and garnering support for the school, St. James School opened to fifth grade students and added a grade a year from 2011 – 2015 growing to serve 70 students. Today, St. James School serves students 94 students in 4 – 8<sup>th</sup> grades.

Drawing upon several school models and traditions including the Epiphany School in Boston, the rich history and traditions of Episcopal Schools, the Episcopal Urban School Alliance, and the Nativity Miguel School Coalition, St. James' mission "...as a faith-based educational community deeply rooted in transformative loving relationships" impacts not only the students in the building, but also serves as a community meeting point and source of support and inspiration for its students. It represents a distinctive model of holistic education rooted in faith, academic excellence and long-term support for students and families. The School is only one component of the Community of St. James: it also holds a robust **Graduate Support Program** which helps ensure long-term success for alumni of the school; The Welcome Table which coordinates a variety of community actions around food justice, adult education, home repairs and a guaranteed income program; and the **Church of St. James the Less**—a National Historic Landmark--founded in 1846, abandoned in 2006, and brought back to life in 2008 when St. Mark's Church, Locust Street, adopted the property intending to become a resource to the neighborhood.

Today, St. James is part of a transformational and inspiring movement. The new St. James Head of School will be visionary; deeply connected to students, their families, and the neighborhood; collaborative and servant-oriented; and with school experiences that will further enhance the educational program of the students with an education rooted in faith and love. The Head of School will report to and partner with the President to continue to provide a total care approach to support students' academic, social, emotional, and spiritual well-being and growth while increasing educational opportunity for more neighborhood students. Specifically, the Head of School will partner with the President and senior leadership at the organization to design and oversee the development of a new school building which will house the creation of a K-3 lower school program, expanding the School's educational model. In addition, the Head of School will be charged with reviewing the educational program and executing systems to elevate the achievement of students and their educational experiences.



# OPPORTUNITIES AND CHALLENGES

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On the heels of St. James having completed a capital campaign of \$12 million to build a new Upper School house which opened in 2024 and a second campaign of \$3 million to acquire the adjacent 38,000 square foot building sold by a long time neighbor upon his retirement (which will be made into a gym/auditorium and still to be planned other facilities for the school and neighborhood), the new Head will join St. James School at another momentous time of growth. Because fundraising for St. James is the responsibility of the President, the Head of School will be able to focus primarily on the **academic program, faculty development and daily school operations** with optimism, energy, vision and the spirit of collaboration. They will also be key to the development of the program and building for the expansion to include a lower school. Their work will also invigorate the following initiatives:



### School program:

- Attracting, leading, building, and developing the St. James faculty and staff to provide the best educational program for students to develop academically, socially, emotionally, and spiritually and to elevate student outcomes and performance.
- Ensuring a healthy balance of academic rigor, robust extra and co-curricular opportunities.
- Nurturing a community which ignites curiosity, joy and love.
- Collaborating with the academic and administrative teams to ensure that the school's faith-based mission is seamlessly integrated across all aspects of the curriculum and student programs.
- Fostering a culture of academic excellence by setting high standards and building systems that help students reach them.
- Harnessing the strengths and gifts of the diverse local community's energy and resilience.
- Strengthening relationships with parents, and community through meaningful opportunities for family engagement.

### School infrastructure

- Partnering and working with colleagues at St. James and architects to plan and oversee strategic school growth and the construction of the new K-3 school house.
- Partnering and working with colleagues at St. James and architects to oversee the construction of a new gymnasium/auditorium, and other programmatic offerings on adjacent property [Royal Electric].



**100% full aid**

students receiving aid



**\$7M**

endowment



**\$7.5M**

annual operating budget



**5.5 acres**

campus size

# QUALIFICATIONS & PERSONAL ATTRIBUTES

The most competitive candidates will offer most or all of the following qualifications and qualities:



## Professional Qualifications

- Demonstrated success in working with people of diverse faiths and backgrounds, with a particular ability to connect meaningfully with youth from diverse, dynamic and complex urban communities.
- A background in leading creative and visionary academic initiatives and programs combined.
- Experience as a school administrator guiding, coaching, leading, and supervising faculty and staff with compassion, vision, and a commitment to ongoing growth.
- Experience in teaching in an elementary or middle school environment.
- A history of fostering a sense of belonging and inclusion in a school environment.
- Willingness to ask hard questions, engage in candid dialogue, and make difficult decisions when necessary.
- A visionary academic leader who can design and implement organizational systems that support all components of a strong educational program.



## Leadership Style and Personal Qualities

- A strong ability to communicate the value of an independent, K-8 educational program in a faith-based tradition.
- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity across a wide range of audiences.
- A visible, approachable, loving and supportive presence with a diverse student body and faculty.
- A motivated, energetic, and collaborative colleague, who takes joy in team success.
- The commitment to hard work and creative problem solving while demonstrating humility and a commitment to personal growth and learning from and with one's colleagues.
- A leadership style grounded in principles, relationships and a meaningful personal spiritual practice.
- Strategic thinker and creative problem-solver with the ability to see the big picture and move ideas to implementation.
- A growth mindset that can see and nurture the potential of others.
- Is excited by the idea of rolling up their sleeves and jumping in to be a part of the fullness and spirit of the St. James community.

# LEARN MORE

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- [School Website](#)
- [History](#)
- [Purpose](#)
- [Holistic Approach](#)
- [Diversity, Equity, Inclusion, & Justice](#)
- [About Philadelphia, Pennsylvania](#)





## TO APPLY

This search will move quickly. Candidates are encouraged to submit materials by March 23 for timely consideration. Interested and qualified candidates are invited to contact Heather Flewelling or Darryl Ford in confidence. Candidates should submit the following materials as **separate PDF** documents.

- A cover letter expressing their interest in and alignment with this position
- A current and thorough résumé which highlights relevant experience

As the process moves forward, selected candidates may be asked to submit:

- Responses to writing prompts specific to this search
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)

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### HEATHER FLEWELLING

Consultant

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### DARRYL J. FORD, PH.D.

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