



**ASSISTANT HEAD OF SCHOOL
FOR CURRICULUM & INSTRUCTION**
Start Date: July 2026

St. James School

Philadelphia, Pennsylvania | 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

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 – 8th 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 one of four mission pillars 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 Assistant Head of School for Curriculum & Instruction (AHoSCI) will be a senior instructional leader who is a visionary educator; deeply connected to students and faculty; collaborative and creative and with strong cultural competency roots and understanding. They will play a vital role in shaping and sustaining a high-quality academic middle school program dedicated to equity, excellence, and transformative relationships aligned with the vision, mission, values, and Episcopal identity of the school.

The AHoSCI will be charged with and encouraged to find ways to design and support curriculum that inspires and supports a wide range of learners to engage in their studies with curiosity. They will design material that feels relevant to not only their lives, but fosters understanding and builds their capacity to navigate a complex world from a place of strength, and encourages them to be empowered advocates for their education.

The AHoSCI will bring their passion for teaching and learning to further support the community of St. James educators. Together they will construct a dynamic program that brings students to achieve and thrive while embodying the values and mission of the school. The AHoSCI will support professional development opportunities which provide opportunities for teachers to develop deeper competence and confidence in their work with students. Working together to center the focus on the goal of student learning, the AHoSCI will recognize the importance of supporting the balance of confidence and challenge for the St. James teachers to build their own tools and capacity to thrive.

St. James will also be in the midst of planning for and developing a K-3 program, with a 2029/30 launch goal. The AHoSCI should be excited by the prospect of helping in the design and implementation of this program and understand the broad development of students throughout their educational journey.



100% full aid

students receiving aid



\$7M

endowment



\$7.5M

annual operating budget



5.5 acres

campus size

OPPORTUNITIES AND CHALLENGES

The Assistant Head of School for Curriculum and Instruction (AHoSCI) supports faculty development, advances academic rigor, and ensures culturally responsive instruction across grades 4–8. This role is both strategic and hands-on, requiring a leader who can coach effectively, build trust, uphold high standards, and lead with humility, care, and accountability.

School program:

- Support and guide faculty in the development and implementation of a dynamic, rigorous culturally responsive academic program which affirms students' identities and experiences.
- Further develop systems that encourage effective organization of schedules, record keeping, and communication strategies that help with effective management and evaluation of the program.
- Embrace the importance of an academic program which inspires curiosity, joy and discovery.
- Collaborate with the school leadership team to ensure that the school's faith-based mission is seamlessly integrated across all aspects of the curriculum and student programs.
- Foster a culture of academic excellence by setting high standards and building systems that help students reach them.
- Harness the strengths and gifts of the diverse local community's energy and resilience and finding meaningful ways of reflecting this in the academic program.



QUALIFICATIONS & PERSONAL ATTRIBUTES

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



Professional Qualifications

- Demonstrated success in supporting academic, moral and social growth of students from a wide range of identities and learning profiles.
- Adeptness and flexibility with 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 which provide students with meaningful challenge and support.
- Experience guiding, coaching, leading, and supervising faculty and staff with compassion, vision, and a commitment to ongoing growth.
- Experience in teaching in an elementary and/or middle school environment.
- A history of fostering a sense of belonging and inclusion in the academic program.
- Demonstrated expertise in culturally responsive teaching practices, including designing and supporting curriculum and instruction that affirm students' identities, incorporate diverse perspectives, and create inclusive, engaging learning environments where all students can thrive.
- Strong ability to use data to inform instructional decision-making, including analyzing student performance trends, partnering with faculty to identify gaps and opportunities, and implementing strategies that drive measurable improvements in student growth and achievement.
- A visionary academic leader who can design and implement organizational systems that support all components of a strong educational program.
- Experience with or capacity to transfer other experiences that will foster a culture of inclusion, compassion, and equity consistent with the values of the Episcopal Urban School tradition.

Leadership Style and Personal Qualities

- Exceptional interpersonal skills and the ability to communicate with inspiration and clarity across a wide range of audiences.
- A strong commitment to equity, excellence, and transformative relationships in an educational context.
- Excellent interpersonal and communication skills, with an ability to build trust and collaborate effectively with diverse stakeholders.
- A strategic thinker who is adaptive and able to balance big-picture planning with operational details and implementation.
- Affinity and appreciation for the dynamic nature of middle schoolers' energy and fluid movement between the display of characteristics of both their younger and older selves.
- 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.
- A growth mindset that can see and nurture the potential of others.
- Contagious curiosity.
- Appreciation for play and laughter that builds connection rather than rejection.
- Excitement for 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

- [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 May 20 for timely consideration. Interested and qualified candidates are invited to contact Heather Flewelling 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)

HEATHER FLEWELLING

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