



ST. MARTIN'S  
EPISCOPAL SCHOOL

# Head of School Search

July 1, 2023

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St. Martin's Episcopal School  
225 Green Acres Road  
Metairie, LA 70003  
<https://www.stmsaints.com/>



The  
Education  
Group

# Mission

We prepare students to thrive in college and in life through Faith, Scholarship and Service.





## STATEMENT OF PHILOSOPHY

The charge of St. Martin's Episcopal School, as set forth in the school's charter, is "...to maintain a school for the youth of the New Orleans area and to provide a program that will give its students an opportunity to gain a sound elementary and college preparatory education in a Christian environment, under the auspices of the Episcopal Church."

This charge is given succinct and effective expression by the school's motto: "Faith, Scholarship and Service." St. Martin's, an Episcopal school, founded on Christian principles, is open to students of all religious, cultural and racial backgrounds. It strives to create an atmosphere that fosters the love of God and the love of humanity. Its students are offered opportunities for formal worship in the Episcopal tradition as well as the study of Christianity and the other leading world religions. The Episcopal Church distinguishes between education and evangelism and recognizes that the primary purpose of St. Martin's School is to educate.

In its approach to education, St. Martin's addresses the broad range of human development; it seeks to develop the whole person. It stimulates intellectual growth and encourages academic achievement. It values physical development and a sense of personal competence. At the same time, individual spiritual and emotional growth is regarded as a matter of paramount importance. A strong belief in one's own self-worth is a hallmark of St. Martin's students. It is also a community with a sense of responsibility, service, and mutual regard.



St. Martin's is a college-preparatory school and it offers a curriculum fully appropriate to that end. It is a lively center of learning and teaching where intellectual attainment is respected and properly commemorated. Learning also takes place in a wide variety of extracurricular settings. St. Martin's stands for educational excellence in its broadest sense.

In its relationship to the larger society, St. Martin's rejects insularity and narrow provincialism. We celebrate our school and its traditions, even as we recognize that our students will live in a world that is globally interdependent and technologically advanced and one in which knowledge is increasing exponentially.

St. Martin's is deeply committed to the education of each of its students. The school offers an educational experience that brings together knowledge, faith, awareness of the world, and profound respect for the individual.



### Overview

Founded in 1947, St. Martin's is a coeducational, independent school that provides students from 8 weeks to grade 12 with a college preparatory education focused on development of the whole person. Students and faculty embrace the school's motto, "Faith, Scholarship, and Service."

One of St. Martin's greatest strengths is its strong community, a diverse group of individuals with many gifts and talents who celebrate their shared values and commitment to core principles.

St. Martin's values inclusivity and practices it throughout the school, ensuring all students have opportunities to lead and learn. While its students come from all walks of life, St. Martin's is a place where all belong.

### Episcopal Identity

Our guiding Episcopal tradition has promoted the intentional integration of faith and learning for over sixty years. We instill lifelong moral and ethical character development, leading students not only to prepare for college, but to live a meaningful and purposeful life.

We provide religious instruction to students, teaching them the Christian Faith in the context of the Episcopal tradition as well as major world religions, particularly those represented within our own student body. Recognizing the uniqueness of each individual created in the image of God, we are each called to respect the religious diversity of others.

Chapel services are an integral part of our school community at every age. First through eighth grade students attend chapel together once a week, and in various grade level divisions a second time in the week. Lower School students serve as acolytes, have birthday blessings, and in fifth through eighth grade, have the opportunity to assist in Chapel preparation and reading. In Upper School Chapels, we actively encourage students to serve as lectors, cantors, musicians, and speakers. Holy Eucharist is offered in each Division (for students in Grade 2 and higher) once a month. Morning Prayer is used at other services. Twice a year, on our annual St. Martin's Day celebration and in the week we return from Easter Break, the entire school worships together. Liturgies are celebrated from The Book of Common Prayer and our chapel music is from The 1982 Hymnal, JourneySongs, as well as other resources.

Recognizing that service comes out of our faith commitment set by the example of our patron saint, St. Martin de Tours, we are called to integrate service learning into the community life of our students, faculty, and families.

Seeking "sacred space" is another way to help our students develop their own sense of peace. Though sacred space can be anywhere ("For where two or three are gathered in my name, I am there among them," Luke 18:20), we also recognize that finding a special place for prayer and reflection grants one the opportunity more easily. Thus, from 2007 - 2010, major renovations were made to the Dan and Frances White Chapel, giving our students, faculty, and families a place of beauty for worship or for private devotions and reflection.



At St. Martin's, our Episcopal identity is an integral part of our daily life on campus, as well as a large part of our students' formation as we prepare them to thrive in life through Faith, Scholarship and Service.

Episcopal schools are traditionally committed to diversity, inclusion, justice, and equity. This commitment is grounded in the words of the Episcopal Baptismal Covenant and our promise as Christians to:

- seek and serve Christ in all persons,
- love our neighbors as ourselves,
- strive for justice and peace among all people, and
- respect the dignity of every human being.

In solidarity with the National Association of Episcopal Schools, we pledge to respect the dignity of every human being by acknowledging how we differ from one another, as well as how we share a common humanity and reflect the image of God. The Covenant serves as a guide to our daily commitment to act with compassion, love, and integrity, as well as a basis for naming and challenging behaviors that promote exclusion, intolerance, and mistrust.

St. Martin's is committed to intentionally cultivating a diverse community and fostering an environment where all members of our community are affirmed in belonging. Our tradition is one of graciousness, generosity, and humility. We do not possess all of the answers, and we are eager to learn from each other through the vibrant interactions of a diverse community, one that is welcomed into the total life of the school.



## UNIQUE PROGRAM FEATURES



### Core Operating Principles

St. Martin's program is guided by seven core operating principles. These include:

- a balanced preparation for life
- a collaborative philosophy which focuses on personal relationships, not power of authority
- a community-based approach to learning
- an emphasis on life-long learning
- an intellectually rigorous academic environment
- student-led servant leadership
- the intentional integration of faith and learning

### Advanced Placement Program

With over a dozen Advanced Placement courses including offerings in every subject area, St. Martin's students are able to position themselves for competitive college admission and credit and/or advanced standing.

### George Cottage: Eight Weeks through Four Years

St. Martin's George Cottage is an early childhood learning program for children eight weeks to four years old. Its activity-oriented approach encourages exploration, nurtures the spirit, and cultivates a sense of wonder while stimulating young children socially, emotionally, cognitively, and physically.

The program is inspired by methods developed in the infant and toddler centers of Reggio Emilia, Italy. George Cottage's approach emphasizes exploration and hands-on learning based on the interests and needs of the children in each group. StM's youngest students learn and grow in a secure, controlled-access setting designed to promote social skills, decision-making, and play.

The faculty is a community of veteran caregivers who participate in ongoing training to remain at the forefront of early childhood education. Low student-teacher ratios and minimal staff turnover combine to create a family of familiar faces as children progress through the program.

The recently expanded and enhanced facility that houses the program provides a physical environment which supports best practices in early childhood learning. Four outdoor classrooms help develop motor skills, and interaction with their classmates helps little ones grow socially.

George Cottage is an environment rich with exploration, discovery, and growth - the first steps toward a lifetime of learning.



## UNIQUE PROGRAM FEATURES

### Innovation + Design

St. Martin's Innovation + Design program equips students with the skills and mindsets necessary to succeed in college and in life, such as problem-solving, adaptability, empathy, and collaboration. Students solve real-world problems through design projects integrated into their classes.

We believe learning is not just about thinking, but about doing. The beauty of the Innovation + Design program is its ability to not only inspire students but to teach them the value of learning and creating in ways that can have positive impact beyond the walls of a classroom. Students want to engage in – and contribute to – their community. Facilitating this connection drives intrinsic motivation and reinforces for students what we already know – that they are a tremendous asset to the communities in which they live. Learn more [here](#) or watch the overview [here](#):



Question &  
FIND YOUR <sup>^</sup> Solution



### The Gibbs Family Center for Innovation + Design

The Gibbs Family Center for Innovation + Design features a modern design with white exterior walls sharply contrasted by the bright red trimming on its asymmetrical roofline and houses seven unique spaces – an idea lab, digital lab, woodshop, build shop and two flexible classroom space and community partnership workspaces. State-of-the-art equipment featured in the Center includes: RED SCARLET-X camera with an MX sensor, Grizzly Industrial Variable-Speed Wood Lathe, Shapeoko CNC Benchtop 3D Milling Machine and Behringer X32 Producer Audio Mixing Board.

As the centerpiece of St. Martin's Innovation + Design program, the center is accessible to all grade levels and classes, further underscoring the school's commitment to integrating Innovation + Design across its curriculum. Each of the spaces within the center represent a different component of the Innovation + Design process, helping students connect lessons from the classroom to real-life situations by working together.

The main walls of the center, which are coated with IdeaPaint from the floor to seven feet high double as giant whiteboards, further promote collaboration within the modern space. Located on the school's Metairie campus, the facility was a \$1.2 million project funded entirely through individual and foundation donations to the school.





## CO-CURRICULAR ACTIVITIES

St. Martin's offers a complete range of co-curricular offerings as well as arts and athletics programs.

Fielding more than fifty teams from fifth grade through varsity, the Saints compete in the Louisiana High School Athletic Association.

Both visual and performing arts, including theater and music, play an important role in the student experience. St. Martin's facilities complement the extensive program in the arts. The Merrick Art Center features 2,800 square feet of space including a ceramics studio, two 2D/drawing studios, a lower school art room, and a natural-lit center gallery to display art. The Solomon Theater, a state-of-the-art, 491-seat theater features professional lighting and staging is home to our theater productions.

For a full list of offerings visit this [link](#). STM families will also take advantage of aftercare and summer camp programs, a complete overview is located [here](#).





## CAMPUS & LOCATION

St. Martin's picturesque and expansive 18-acre campus is unlike any other in the New Orleans metro area.

The facilities include a chapel, 500-seat theater, visual arts building, indoor swimming pool, two full-size gymnasiums, lighted football field, all-weather track, amphitheater, student center, two libraries, multiple playgrounds, three science labs, the Steam Lab, and the Gibbs Family Center for Innovation + Design, the first building in the region dedicated to design thinking and prototyping for students in pre-kindergarten through 12th grade.

### Living in Metairie/New Orleans

New Orleans is internationally known for its cuisine, culture, and ambiance. Metairie is the first suburb of New Orleans, Louisiana, located on the south shore of Lake Pontchartrain between the cities of New Orleans, with its wonderful French Quarter, Superdome, Aquarium, Zoo, and Convention Center, and Kenner, where the New Orleans International Airport, Rivertown, and the Pontchartrain Center are located.

Today, the area surrounding Metairie Road is known as "Old Metairie". Various shops, professional buildings, and shopping centers have developed on Metairie Road, which is one of the most picturesque areas of Metairie. Metairie's historical residential base is gradually shifting from a primarily suburban residential community, to various mixed commercial uses including retail malls, shopping centers, office buildings, night clubs and entertainment. The New Orleans Saints offices and practice fields are in Metairie. The New Orleans Zephyrs AAA baseball team maintains its stadium in Metairie.



[Watch this video about NOLA/Metairie](#)



ST. MARTIN'S  
EPISCOPAL SCHOOL

# ST. MARTIN'S EPISCOPAL SCHOOL FAST FACTS

## SCHOOL



**Established:** 1947  
**Grades:** Infants - Grade 12  
**Enrollment:** 569  
**Students of Color:** 17%  
**Boys:** 336 (59%)  
**Girls:** 233 (41%)  
**Student:Teacher Ratio:** 6:1  
**Average Class Size:**  
 Early Childhood (K3-K4): 11  
 Lower School (K5-4): 15  
 Middle School (5-8): 12  
 Upper School (9-12): 11

## FINANCE



**Tuition:** \$12,100 - \$24,650  
**Endowment:** \$4,464,770  
**Operating Budget:** \$11,674,212  
**Annual Fund (20-21):** \$421,256  
**Financial Aid Budget:** \$2,298,470  
**Students Receiving Fin Aid:** 279 (49%)

## FACULTY



**LS/US Teaching Staff:** 78  
**Full-time Faculty:** 73  
**Part-time Faculty:** 5  
**Advanced Degrees:** 44

## Memberships & Accreditation



# The Position

St. Martin's seeks a leader who can inspire those around them, communicate clearly and effectively, and bring people together for a common purpose. The Head will be expected to provide vision and implement innovative solutions to increase St. Martin's enrollment; uphold standards of excellence; and effectively recruit, retain, lead, and coach faculty, administrators, and staff. Possessing a warm, approachable personality and passion for education, St. Martin's next Head should be able to lead innovative financial and strategic planning for the School with the fortitude and enthusiasm needed to garner new financial resources and achieve ambitious goals. The anticipated start date is July 1, 2023; an interim Head will serve until that time.

Responsibilities begin **July 1, 2023.**





## QUALITIES AND QUALIFICATIONS

### Professional Qualities

A successful candidate will exhibit:

- the ability to promote the school
- experience with and industry knowledge of innovative financial modeling for independent schools
- strong, demonstrated management skills
- faculty leadership/coaching experience and expertise
- strategic, long-range planning vision and experience
- the ability to organize and execute effective meetings
- effective delegation skills

### Personal Qualities

This warm, close-knit community at St. Martin's expects a leader who:

- communicates clearly and effectively
- is able to bring people together for a common purpose
- possesses a passion for education
- inspires those around them
- is comfortable making fair and firm decisions
- possesses a warm, approachable personality
- can understand and appreciate the uniqueness and special qualities of New Orleans and, along with his/her family, embrace this city.

### Challenges and Opportunities

The new Head of School will be expected to:

- improve the school's position through admission, fundraising, and business acumen
- uphold standards of excellence
- effectively recruit and retain faculty and staff
- keep St. Martin's competitive with other schools
- maintain a strong sense of community





# How to Apply

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Prospective candidates should send the following materials in a single PDF document to the search consultants.

- Letter of interest specifically addressing this position and school
- Resume (education and work experience)
- Statement of educational philosophy
- List of five professional references with contact information
- Letters of reference, if available, but not required



**Dave Davies**

[dave@educationgroup.com](mailto:dave@educationgroup.com)



**Jay Philpott**

[jay@educationgroup.com](mailto:jay@educationgroup.com)

*The School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial aid programs, or school-administered programs.*