



ST. ANNE'S EPISCOPAL SCHOOL

Job Title:	Assistant Head of School for Academics and Programs
Reports To:	Head of School
FLSA Status:	Exempt
Salary:	\$140,000-170,000 Annually
Anticipated Start Date:	July 1, 2026

ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's Episcopal School is a vibrant, independent, preschool-8th grade co-educational school located in the heart of the Denver metro area, serving approximately 450 students. Our school culture fosters a sense of belonging and community, builds character, and pursues academic scholarship, all rooted in our values of curiosity, humility, faith, compassion, and service. We are a supportive community that provides a program where students can thrive academically, athletically, spiritually, artistically, emotionally, and socially. We build character and integrity upon a spiritual, moral, and ethical foundation and strive to foster the development of people who make significant and lasting contributions to society.

MISSION

Grounded in our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

VALUES

Community, Curiosity, Faith, Compassion, Humility

POSITION DESCRIPTION

The Assistant Head of School for Academics and Programs is a key member of the senior leadership team, responsible for helping to advance academic and student programs, as well as faculty development, across the school. Working closely with division heads and department chairs, this leader ensures curricular coherence, supports faculty growth, and oversees the evaluation of both faculty and student learning. This role supports the Head of School in strategic planning and daily operations, leads curriculum development, promotes faculty professional growth, and fosters a collaborative and creative academic culture that aligns with the school's mission and values. The ideal candidate is a collaborative and strategic educator who is deeply knowledgeable about elementary and middle school pedagogy and culture, fosters professional growth and excellence, and champions academic creativity and curiosity.

OVERALL RESPONSIBILITIES AND EXPECTATIONS

Academic Leadership & Curriculum Coordination

- Lead and manage the ongoing review, alignment, and implementation of a cohesive and developmentally appropriate PS-8 curriculum.
- Partner with department chairs and division heads to ensure academic continuity, interdisciplinary opportunities, and curricular innovation.
- Lead the school-wide Academic Council.
- Monitor and ensure vertical alignment of curriculum and learning outcomes across grade levels and subject areas.
- Stay informed about current trends and education research to guide curriculum development and instructional improvement.



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- Co-Lead with the Director of Community Belonging and Engagement to ensure curriculum reflects diverse voices, cultural perspectives, and inclusive practices.
- Analyze student data to evaluate program effectiveness and guide curricular and instructional decisions.
- Work with faculty and academic leadership to establish and maintain effective student assessment and reporting systems.
- Work with learning support teams and division heads to identify and address student needs, ensuring an inclusive academic experience.
- Collaborate with student support staff to ensure coordinated academic interventions and support structures.
- Oversee extracurricular and summer programming.

Faculty Supervision & Professional Growth

- Partner with division heads to support faculty through regular classroom observations, goal-setting, and feedback cycles.
- Oversee the faculty evaluation system to ensure consistency, clarity, and alignment with school values and expectations.
- Plan and implement a comprehensive professional development program that aligns with school priorities and individual growth goals.
- In Collaboration with the Division Heads and Human Resources support recruitment, hiring, and onboarding of new faculty in alignment with the school's values and academic standards.
- Oversee the Academic Council, the Service Learning Program, the Athletic Director, the Director of Outdoor and Experiential Education, and the School Chaplain.

Leadership & Collaboration

- Serve as a strategic partner to the Head of School and a key contributor to long-term strategic planning.
- Oversee school operations in the absence of the Head of School.
- Support division heads in their day-to-day academic leadership and act as a connector across divisions.
- Facilitate collaboration among department chairs to promote interdisciplinary learning and shared best practices.
- Partner with the Middle School Division Head to manage eighth-grade high school placement.
- Represent the academic program to families and the broader school community.
- Foster a culture of professional learning, collaboration, and accountability.
- Serve as an advisory member of the Board of Trustees.
- Serve as a visible and approachable academic leader to faculty, students, and families.
- Communicate academic programs, changes, and expectations clearly to all stakeholders.

IDEAL QUALIFICATIONS:

- Master's degree or higher in Education, Curriculum & Instruction, Educational Leadership, or related field preferred.
- Minimum of 7-10 years of successful classroom teaching experience, with at least 5 years in academic leadership or administration.



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- Proven ability to lead change, build consensus, and manage complex systems and initiatives.
- Demonstrated experience in academic instructional leadership, curriculum design, faculty development and evaluation, and familiarity with PreK–8 developmental stages strongly preferred.
- Strong interpersonal, communication, and organizational skills.
- Collaborative leadership style with the ability to inspire, mentor, and manage effectively.
- Data-informed and student-centered decision-making approach.
- Commitment to fostering an inclusive and equitable school community.
- Alignment with the school's mission, vision, and values and Episcopal Identity.

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national, and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability, genetic information, veteran status, or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions, and privileges of employment.

SALARY RANGE & BENEFITS

\$140,000 - 170,000 Annually

St. Anne's offers a competitive benefits package, which includes medical, dental, and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance, free lunch, and tuition assistance.

Interested candidates can send their cover letter, resume, Philosophy of Education statement and list of references to Rene Reynolds, Director of Human Resources, at recruiting@st-annes.org.