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E D U C A T I O N A L L E A D E R S H I P O P P O R T U N I T Y :



**H E A D O F S C H O O L**  
**SAINT TIMOTHY'S SCHOOL**

RALEIGH, NC

FOR A POSITION TO BEGIN IN JULY OF 2012, SAINT TIMOTHY'S SCHOOL IS SEEKING A VISIONARY AND STRATEGICALLY ORIENTED EDUCATIONAL LEADER WHO WILL WHOLEHEARTEDLY EMBRACE THE SCHOOL'S TWIN COMMITMENTS TO ACADEMIC EXCELLENCE AND THE SPIRITUAL GROWTH OF CHILDREN.

THE POSITION REQUIRES BOTH A KNOWLEDGEABLE AND EXPERIENCED ACADEMIC LEADER AND AN OUTGOING, PERSUASIVE SPOKESPERSON WHO WILL REPRESENT SAINT TIMOTHY'S WELL, WITHIN AND BEYOND THE SCHOOL COMMUNITY.

***On the web:*** [www.sttimothys.org](http://www.sttimothys.org)

A coeducational Episcopal school of more than 450 students in Junior Kindergarten through grade 8, Saint Timothy's School is the oldest accredited non-public elementary school in North Carolina. Established in 1958 by the vestry of Saint Timothy's Church, the school offers a classical liberal arts curriculum within an environment that promotes individual spiritual growth.

Dedicated teachers, small class sizes, strong academic and arts programs, competitive athletics, and innovative technology offerings prepare Saint Timothy's students to succeed in high school and beyond.

The school is situated on a vibrant, four-acre campus in Raleigh, a family-oriented community that has earned numerous accolades for its quality of life and economic climate. A center of education and technology, the Research Triangle area boasts one of the nation's most well-educated populations – a natural constituency for a school committed to academic excellence. Based upon metrics including school performance, parks, and cultural offerings, *Bloomberg Businessweek* in September 2011 designated Raleigh as *America's Best City*.

Building upon a tradition of more than 50 years of excellence, Saint Timothy's School is well positioned for continued growth and development. The next Head of School will join a school community eager for energetic and forward-looking leadership in pursuit of the school's enduring mission and values.

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APPLICATION DEADLINE: DECEMBER 13, 2011



**SAINT TIMOTHY'S SCHOOL  
AT A GLANCE**

**Founded:** 1958

**Location:** 4-acre campus in Midtown  
Raleigh

**Enrollment, 2011-12:** 459  
JK-K: 38  
Grades 1-4: 194  
Grades 5-8: 227

**Students of color:** 10%

**Faculty:** 37 full-time, 6 part-time; 34%  
with advanced degrees

**Average faculty tenure:** 8 years

**Operating budget:** \$5.14 million

**Indebtedness:** \$2.64 million

**Total development funds raised,  
2010-11:** \$250,700

**Annual giving funds raised, 2010-11:**  
\$109,600

**Parent participation in annual giving:**  
43%

**Full-Day Tuition, 2011-12:**  
\$8,500-\$12,000

**Financial aid awarded:** \$503,370

**% of students receiving aid:** 22%

**Accreditation:** Southern Association of  
Independent Schools/Southern  
Association of Schools and Colleges;  
State of North Carolina

**Member:** National Association of  
Episcopal Schools, North Carolina  
Association of Independent Schools

**MISSION STATEMENT**

*Saint Timothy's School is an Episcopal preparatory school committed to educational excellence and the emotional, physical, and spiritual growth of children in an environment where traditional Christian values are emphasized.*



**BELIEF STATEMENT**

*At Saint Timothy's School, strengths are valued, traditions are honored, and successes are celebrated.*

**VISION**

*Saint Timothy's School is the leading junior kindergarten through eighth grade institution in the greater Raleigh area. With an Episcopal tradition of encouraging critical thinking and reasoning skills, Saint Timothy's prepares students for extraordinary success in secondary school, college, and life. Acclaimed for academic excellence and an outstanding liberal arts curriculum, Saint Timothy's fosters the development of the whole child by educating the mind, nurturing the spirit, and developing the talents of children so they may reach their full potential. By receiving personal, caring instruction, children experience the joy of learning and grow to be responsible citizens.*



## SIGNATURE STRENGTHS AND DEFINING QUALITIES OF THE SCHOOL

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In 1958, the vestry of Saint Timothy's Episcopal Church authorized the founding of Saint Timothy's School at the request of its Rector, Father George B.S. Hale. The school grew each year, adding new grades as the demand increased. A decade later, enrollment passed 400 students in the elementary and middle school grades. In 1994, Saint Timothy's Middle School moved to the nearby Hale High School campus. In response to changing needs in the community, the Saint Timothy's School Board voted in January of 2003 to move the Middle School back to the Saint Timothy's campus; the first eighth-grade class graduated in 2006.

Throughout its history, Saint Timothy's School has been committed to three core principles: small class sizes, strong academics, and an Episcopal foundation. The only Episcopal parish day school in Wake County, Saint Timothy's offers an appealing alternative to families seeking this traditional combination of attributes.

While firmly committed to Saint Timothy's enduring values, the school community also is eager to embrace thoughtful change. With Headmaster Michael S. Bailey announcing his retirement this year after shepherding the school through 15 years of progress, Saint Timothy's will welcome a new leader in July 2012 who can guide the continuing pursuit of its vision as the school "*Where Tradition Meets Innovation.*"

### THE STUDENT BODY

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Saint Timothy's families come from a 30-mile radius, with approximately 80 percent from Raleigh. While fewer than 20 percent are also members of Saint Timothy's Episcopal Church, parents from many faith traditions cite the spiritual dimension of the school program as one of its signature strengths. Twenty-two percent of the students receive financial aid.

A bright, respectful, and happy group, Saint Timothy's students regularly earn recognition for their academic, artistic, and athletic pursuits. Typically, 70 percent of seventh grade students qualify for Duke's Talent Identification Program



(TIP) by scoring in the top five percent on ERB standardized tests. An eighth-grader last year was named one of the 30 finalists in the Broadcom MASTERS, a national science, technology, engineering, and math competition for middle school students. Another Saint Tim's student recently earned a perfect score on the National Latin Exam.

Saint Timothy's graduates transition easily to local parochial, independent, magnet, charter, and other public schools. Last year, 48 graduates went on to 15 schools, with about one-quarter choosing public schools and the rest parochial or independent schools.

### THE FACULTY, STAFF, AND ADMINISTRATION

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Saint Timothy's dedicated faculty and staff lie at the heart of the school's success – providing both a challenging educational experience and loving support to their students. The veteran administrative team includes devoted members who collectively have decades of experience.

## THE SCHOOL COMMUNITY

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The Vestry of Saint Timothy's Episcopal Church delegates the governance of the school to an eight-member Board of Directors, which has the authority to hire the Head of School, set policy, and raise funds. Rev. Jay C. James serves as both the Rector of Saint Timothy's Church and Chairman of the Board of Directors of Saint Timothy's School. Father James appoints the members of the Board.

Parents are integral members of the Saint Timothy's School community, whether working collaboratively with teachers, attending chapel services, providing volunteer support for dozens of programs and activities, or helping to raise funds. Friends of Saint Timothy's, the association to which all parents belong, sponsors events such as Founder's Day, the Fall Festival, and Bingo — activities that contribute thousands of dollars to the school each year. The Titan Athletic Club, an independent booster organization, funds the entire Saint Timothy's athletic program, including coaching salaries, facility/field rentals, uniforms, equipment, and transportation costs.

In recent years, Saint Timothy's has also broadened its outreach to its growing alumni community. Founded in 2008, the Alumni Association and Council are now sponsoring events targeted to high-school-aged alumni and adults. Alumni now in college look forward to receiving care packages from Saint Timothy's.

## CAMPUS AND FACILITIES

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The school's compact and appealing four-acre campus is owned by Saint Timothy's Church, which leases the facilities to the school. A building campaign helped to fund the construction of an impressive two-story building that houses grades 1-8, the Media Center, science and technology labs, as well as the administrative offices. Separate buildings house the Kindergarten Center and arts facilities. Saint Timothy's Church serves as the school's chapel. The school gymnasium, constructed in the 1970s, was upgraded with modern flooring this summer. Two playgrounds provide recreational space; the school uses off-campus fields for its Middle School athletics program.



Saint Timothy's continues to develop its technology resources, adding a 20-computer mobile and a 20-computer stationary lab to the campus over the past summer. These additions join three existing technology labs as well as 100 computers, numerous SmartBoards, and other interactive technologies employed in classrooms throughout the wireless campus. The library, the intellectual center of school life, houses more than 18,000 volumes, 40 periodicals, and numerous electronic resources.

The Saint Timothy's campus also includes two single-family homes, which are occupied by the Head of School and the groundskeeper.

## HIGHLIGHTS OF THE EDUCATIONAL PROGRAM

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The instructional program at Saint Timothy's is organized to challenge each student to his or her fullest potential. Small class sizes foster the development of close relationships between faculty and students and enable teachers to respond to individual differences in learning styles, abilities, and interests. In the Lower School, students are assigned to heterogeneous homerooms and are grouped by ability for math and reading instruction. Technology is integrated into the curriculum at all levels.

In addition to academic classes, enrichment classes, and athletic teams, Saint Timothy's students enjoy a variety of clubs and activities both during and after school, including offerings such as Battle of the Books, Boy Scouts/Cub Scouts, Brownies, Chess Club, Etiquette Class, Geography Bee, National Junior Honor Society, the Recycling Committee, and Student Council. The school offers an after-school program and summer programs in academics, athletics, and the arts for Saint Timothy's students.

### **LOWER SCHOOL (JK-GRADE 4)**

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For students in Junior Kindergarten through grade 4, Saint Timothy's offers a warm and supportive learning environment that prepares children to succeed in the challenging Middle School program. Lower School students benefit from small class sizes and the individual attention provided by teacher assistants in Junior Kindergarten through first grade. The half-day Junior Kindergarten program has been carefully developed to meet the needs of four-year-olds and young five-year-olds.

Reading is at the heart of the instructional program at all levels. The curriculum emphasizes basic reading skills, vocabulary, and instruction in phonetic, structural, and contextual word analysis. In grades K-2, teachers are using the innovative Foundations program, an interactive multidisciplinary method of teaching phonics that has enthusiastic children tapping fingers, slapping arms, and clapping hands as they sound out letters and syllables. The curriculum includes an Honors Reading program starting in third grade.

The World Cultures curriculum focuses on one continent or country in each grade level, using an interdisciplinary approach that incorporates enrichment activities as well as social studies and science learning.

### **MIDDLE SCHOOL (GRADES 5-8)**

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The Middle School curriculum builds on the strong educational foundation established in the Lower School, with an emphasis on critical thinking skills, independent study skills and organizational skills to enable students to be successful lifelong learners. Physical education electives augment the core subjects of mathematics, literature, grammar, science, history, and foreign language.

Middle School literature is a thematic study using novels and selections of fiction, non-fiction, poetry, short stories and drama. Mathematics offerings are geared to student ability and range through pre-algebra, algebra I, and geometry. The Middle School's foreign language program combines the history of ancient Greece and Rome with the study of Latin in grades 6-8. To aid in the transition from the elementary grades to Middle School, fifth-grade students receive weekly instruction in an "Academic Toolbox" of classes that cover keyboarding and computer skills, study skills, and research skills.



Middle School students also choose from electives including Acting and Film, Art, Debate, Indoor Sports, Journalism, and Yearbook. Technology electives include Game Theory, Introductory and Advanced Programming and Logic, and Robotics.

## **SPIRITUAL LIFE, CHARACTER EDUCATION, AND COMMUNITY SERVICE**

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Students attend Chapel once a week under the guidance of Father James. The services follow the Episcopal Book of Common Prayer, with students serving as readers, acolytes, and flag bearers. Awards, honors, and special recognition events take place in quarterly awards ceremonies in the chapel. Augmenting the spiritual foundation is a Character Education curriculum emphasizing the development of virtues associated with love, faith, and hope.

In keeping with the school's Christian values, students in all grades participate actively in community service initiatives. Examples include food and toy drives, Locks of Love, and care packages for overseas soldiers. Middle School students produce a talent show each spring, with proceeds going to a charity of their choosing. Over the past four years, the school community has raised more than \$100,000 to support various medical charities. To promote environmental awareness, students are involved with recycling in the classroom as well as composting in the dining hall. Student volunteers collect recycling bins from each classroom for a weekly pick-up.

## **LEARNING SUPPORT PROGRAM**

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The fee-based Reading/Language Learning Support Program assists students in grades 1-8 who have academic fluency differences. Specially trained teachers guide students in the development of effective learning strategies while also working to remediate identified needs. Lower school students enrolled in the program receive small-group instruction three times per week for 40 minutes. Middle School students meet in small groups for two class periods per week.

## **THE ARTS**

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Beginning in Junior Kindergarten and extending throughout the Saint Timothy's experience, students are exposed to a comprehensive arts curriculum that encourages both creativity and skill development. Student artists consistently win local and state awards. Among the highlights of the school calendar are performances by Lower School students in the Pumpkin Parade, the Christmas Pageant, and the Hat Parade. A movement/dance program is offered in grades 3-5. In the Middle School, students study art history and compose in media including pen and ink, chalk, clay, tempera, and watercolors. Dramatic and musical productions are scheduled each year. Students may participate in Chorus or Band, performing within the school and in the community.

## **ATHLETICS AND PHYSICAL EDUCATION**

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A member of the Triangle Middle School Conference since 2005, Saint Timothy's fields 14 teams for girls and boys. Fall sports include boys soccer, girls volleyball, girls tennis, and coed cross country. Winter sports include two teams each in boys and girls basketball as well as girls cheerleading. In the spring, teams compete in girls soccer, boys tennis, boys baseball, and coed track and field. Despite the relative youth of its interscholastic program, Saint Timothy's teams have performed well, capturing many league and tournament championships.

Physical education classes are offered at all grade levels, with a focus on individual skill development, group activities, and team sports.



## OPPORTUNITIES AND CHALLENGES AWAITING THE NEXT HEAD OF SCHOOL

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Saint Timothy's School is a well-established institution with a clear mission and a strong program already in place. The next Head of School will have the opportunity to fine-tune the educational program and continue to build a solid foundation for long-term financial sustainability. With a reaccreditation visit scheduled for next year, the faculty and administration are working this year on a comprehensive self-study; the new Head will have the benefit of that process when he or she joins the school next July. Among the specific opportunities and challenges awaiting the next Head of School are the following:

- While the Raleigh area continues to win national accolades, the Research Triangle has not entirely escaped the effects of the economic downturn. Enrollment at Saint Timothy's is down by about 20 students this year, with the impacts felt most acutely in the earliest grades. In an increasingly competitive educational marketplace, the school must market its strengths aggressively and effectively. An extended-day option has been added to the Junior Kindergarten program next year in an effort to serve the needs of working parents and those with older students at Saint Timothy's. The next Head of School will be expected to propose additional creative approaches and, most importantly, to serve as a visible and articulate advocate for the school's unique value proposition.
- Faculty and parents will appreciate the insights a new Head of School can provide in refining the educational program to meet the needs of a changing world while maintaining its core strengths. After careful review by the curriculum committee of the previous foreign language program, a world cultures class was developed and presented to give a broader view of global learning. While this shift has created a concern for some parents, the faculty has embraced this comprehensive look at our world. Always trying to strengthen academics, Saint Timothy's has identified the math curriculum as an area for enhancement.
- To ensure the long-term financial health of Saint Timothy's School, enhanced fundraising efforts will be required. Strengthening parent participation in annual giving, expanding recent alumni outreach initiatives, and creating a major gifts program will be high priorities in the years ahead. The school is working to retire \$2.64 million in debt remaining from the last major building project, which reconfigured the campus and added a middle school. The future facilities wish list could include a new gym and better space for the arts. Working with the Development Director and the Board, the Head of School will be expected to play a key role in enhancing annual giving, planned giving, and major gifts efforts.

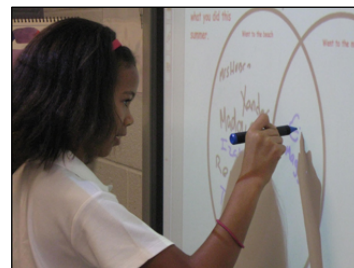
## LEADERSHIP PROFILE: QUALITIES & QUALIFICATIONS

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Saint Timothy's School is seeking a visionary, dynamic, and energetic leader who will be visible and active in the daily life of the school community. In addition, he or she should be a Christian who will embrace the spiritual dimension of the school and serve as a role model for adults and students.

The ideal candidate will offer most or all of the following attributes:

- Solid educational credentials, including an advanced degree.
- Broad knowledge of best practices in elementary and middle school education.
- A demonstrated ability to hire, inspire, mentor, evaluate, motivate, and collaborate with faculty and staff.
- The willingness and ability to effectively lead school advancement efforts, including fundraising, marketing, and community outreach.
- Excellent communication and presentation skills, both oral and written.
- A passion for education and a genuine enjoyment in working with children and their parents.
- An appreciation for tradition, coupled with the ability to oversee the thoughtful management of change.
- Open-mindedness, flexibility, and a sense of humor.





## ANTICIPATED SEARCH CALENDAR

|                                    |                              |
|------------------------------------|------------------------------|
| <b>Application deadline:</b>       | <b>December 13, 2011</b>     |
| <b>Selection of semifinalists:</b> | <b>January 3, 2012</b>       |
| <b>Semifinalist interviews:</b>    | <b>January 14-16, 2012</b>   |
| <b>Finalist visits:</b>            | <b>January/February 2012</b> |
| <b>Appointment:</b>                | <b>February 2012</b>         |
| <b>Start date:</b>                 | <b>July 1, 2012</b>          |

## THE SEARCH PROCESS AND APPLICATION REQUIREMENTS

Acting on behalf of Saint Timothy's School, Wickenden Associates is actively recruiting successful educational leaders who possess the skills, personal qualities, and experience necessary to meet the demands of this exciting and challenging position.

Nominations and expressions of interest are invited. Inquiries should be directed to Lead Consultants Jo Butler ([jbutler@wickenden.com](mailto:jbutler@wickenden.com)) and Zachary White ([zwhite@wickenden.com](mailto:zwhite@wickenden.com)). They can also be reached by telephone at 609-683-1355.



Applicants should submit by **Tuesday, December 13, 2011**, the following:

- *A cover letter indicating why they are particularly interested in and qualified for the position.*
- *A current résumé.*
- *A statement of educational philosophy and/or other supporting material (e.g. articles or speeches) that would be useful to the Search Committee.*
- *The names, addresses, and telephone numbers of three references. (We will obtain permission from candidates before contacting references.)*

These materials should be transmitted via email attachment to [searches@wickenden.com](mailto:searches@wickenden.com).

After an initial review of applicants, the Search Committee will select semifinalists. These candidates will be interviewed over the weekend of **January 14-16, 2012**. Finalists will then be invited to Saint Timothy's for a more comprehensive series of interviews with representatives of the school's constituencies. Ideally, a final selection will be made by February 2012. Wickenden Associates will keep all applicants informed of their status throughout the process.