



Grace  
Episcopal  
School

# Head of School Search

GRACE EPISCOPAL SCHOOL | ALEXANDRIA, VA  
JULY 1, 2025







## Grace Episcopal School

Founded in 1959, Grace Episcopal School has enjoyed a rich history of growth, inclusion and an unmatched commitment by devoted teachers and staff members. These values on which Grace was built remain at the heart of their mission today. Grace is charged by the Vestry of Grace Episcopal Church to serve its community by providing a Christ-centered, co-educational school for children in preschool through grade 5. Grace is a small school by design that aspires to build a strong foundation to prepare students for a lifetime of continued academic, social and emotional success. Grace teaches, and its community members live by, five character keys: honesty, respect, responsibility, courage and compassion. The school enrolls an average of 115 students, with 27% students of color, and is located in the vibrant community of Alexandria, Virginia with a population over 158,000. Their location is in close proximity to the Nation's capital and many national historic and cultural sites. Grace is nationally recognized and accredited by the Virginia Association of Independent Schools (VAIS) and is a member of a variety of educational associations, including VAIS, NAES, NAIS, AISGW, as well as the Virginia Council of Private Education (VCPE).

## School Mission

*The mission of Grace Episcopal School is to honor the gift of childhood. We accomplish this mission by instilling a passion for learning, teaching the power of goodness, and valuing every individual as a child of God. We are committed to outstanding teachers, small classes and an intentional focus on early and elementary education.*



## School History

Grace began as a half day preschool program in 1948 for parish children and was held in the basement of Grace Episcopal Church. Father Merrow, the Rector at that time, envisioned an early childhood program that would be an integral part of the parish. With the addition of a parish hall in 1959, Grace Episcopal School was launched, growing to include an elementary school. Today, Grace Episcopal enjoys five acres that includes Merrow Hall, a multi-use facility that provides a place for school assemblies, special programs, indoor play and exercise space, as well as the "Grace Cafe" where students eat lunch together. In addition, the school enjoys well designed outdoor spaces on campus that include a turf athletic field, a basketball court, two playgrounds and an amphitheater, taking full advantage of the exterior space in an urban area.



## The Program and Philosophy: A Foundation of Excellence

*Grace specializes in the foundational years of children's learning and growth with the joy of childhood at the forefront of the Grace experience*

Since its beginning, Grace has thrived as a small independent school by design. Grace provides a strong foundation that prepares students to be lifelong learners by providing a high quality education from Preschool through 5th grade. At Grace, the size and educational philosophy enable teachers to recognize the individual potential of each child, beginning with the youngest learner in the early childhood program.

The school continues to hold high standards for its academic program, maintaining a focus on the individual child and their developmental readiness. Small classes, with an average of 14 students, allow each student to receive personal attention and rich peer interaction both academically and socially.

Differentiation within the classrooms is possible because of the small class sizes, allowing teachers to use a whole child approach and more tailored learning on an individual level. Using the four classroom elements, *Content, Strategies, Tools, and Learning Environment* teachers are able to provide an individualized approach to learning, meeting students where they are in their academic development.

At the same time, students learn to collaborate with classmates while developing critical thinking skills through research based inquiry. Integrated throughout the classroom and social environment are the **five character keys: honesty, respect, responsibility, courage, and compassion.**

At Grace, students and faculty celebrate and benefit from a diverse population that represents a variety of racial, cultural, ethnic, economic and religious backgrounds.

*Grace students happily learn to be innovative thinkers, successful problem solvers and mindful citizens of the global community.*



## Fast Facts



### FACULTY & STAFF

**Total Faculty & Staff:** 35  
**Average Years Teaching:** 17  
**Faculty with Advanced Degrees:** 33%  
**Teacher-to-Student Ratio:** 6:1



### SCHOOL ENROLLMENT

**Total Enrollment:** 117  
**Male:** 44.3%  
**Female:** 55.7%  
**Diversity:** 31% \*  
**Students receiving Financial Aid:** 21%



**Average Class Size**  
**Preschool:** 12  
**Jr. Kindergarten:** 20  
**K - 5th:** 14



### FINANCES

**Tuition:** \$12,880 (Pre-K & JK) & \$25,250 (K-5th)  
**Operating Budget:** \$3,042,000  
**Annual Fund:** \$61,723  
**Endowment:** \$4,111,953  
**Financial Aid Budget:** 21% of Students

## Memberships and Affiliations

<b>VAIS</b>	Virginia Association of Independent Schools
<b>NAIS</b>	National Association of Independent Schools
<b>NAES</b>	National Association of Episcopal Schools
<b>AISGW</b>	Association of Independent Schools of Greater Washington

\*(which includes students of color, ethnic backgrounds and family structures (same sex parents))





## The Community of Grace Episcopal

At Grace, the school community is a highly integrated, devoted and collaborative coalition of students, families, faculty and staff. Parents and caregivers are partners with the school in the education of their children. In that partnership, all are encouraged to participate and engage in the life of the community and in fulfilling the mission of the school. Families enjoy open lines of communication throughout the school from the administration to the classroom teachers which creates a strong partnership supporting the students.

An active Parents Association at Grace offers a way to get involved in the life of the school community. The Parents Association assists in organizing school-wide events that engage the school community, support the faculty and staff in meaningful ways during holidays and special days, and plan outreach activities to serve others in the larger Alexandria community. In doing so, parents and caregivers set a positive example for the students in building community and supporting the life of the communities. Volunteers at Grace are an integral part of the community and along with students meeting new friends, the Grace Episcopal School Parents Association (GESPA) offers opportunities for adult friendships to grow.

**The Grace Partnership for Excellence** creates and maintains a strong partnership between the school and the extended school community. This ensures that each student reaches success.

***With the encouragement, care, advice and support that stems from strong parent-teacher relationships, students at Grace thrive academically and socially growing in self-awareness, self-confidence, integrity and independence.***



## Life in Alexandria

Grace Episcopal School is located in the heart of the city of Alexandria and in close proximity to the nation's Capital. Alexandria is one of the oldest cities in the United States, incorporated in 1749. It has a rich colonial history and was the home of George Washington. Public transportation affords easy access to the Capitol area and the Smithsonian Institution as well as art galleries, historical sites, museums and amazing restaurants. Alexandria is renowned as the Ice Cream Capital of the U.S. with numerous ice cream parlors with delicious choices! The city is widely agreed to be one of Northern Virginia's best places to live. Alexandria experiences all four seasons, with hot, humid summers, colorful leaves in the fall, occasional snowy winters and spring showers that bring forth flowers blooming everywhere including the world famous Cherry Blossoms along the canal.





## The Position

Grace Episcopal School seeks an experienced, visionary early childhood and elementary leader who brings a passion and infectious enthusiasm for the education of young children. At the same time, the Head of School will serve as the leader and champion for an exceptional, innovative faculty. The ideal candidate will bring strong communication and interpersonal skills and can inspire the confidence and respect of the entire school community. The Head of School will have demonstrated management and administrative skills with the ability to lead strategic planning and achievement of Board established goals. As the face of the school, the Head will be able to present a case in the community, attracting new families to enroll to Grace as well as bring financial support for the school. Grace seeks an individual who respects and celebrates diversity and, as a member of the National Association of Episcopal Schools, will keep the Episcopal values that are at the core of the school and the parish, guiding the decision making and direction of the school.



## Opportunities, Challenges, and Qualities

### Professional Qualifications

The successful candidate will possess:

- independent school experience
- strong faculty leadership, mentoring, and coaching abilities
- knowledge of PK-5 independent school curriculum and leadership experience
- ability to promote the school
- strategic, long-range planning abilities
- business and financial acumen



### Personal Qualities

The welcoming, close-knit community at Grace expects a leader who:

- possesses strong communication skills
- the ability to bring people together for a common purpose
- possesses comfort with making fair and firm decisions
- has a warm, approachable personality
- has a passion for education and innovation in thinking

### Challenges & Opportunities

In particular, the next Head of School should be mindful of the following opportunities and challenges:

- upholding standards of excellence
- maintaining a strong sense of community
- recruiting, training, and retaining faculty and staff
- articulating the school's value proposition
- continuing strategic planning
- building and maintaining strong relations with feeder schools



## How to Apply

The new Head of School will begin July 1, 2025. Prospective candidates should submit the following materials in a single PDF document to the Search Consultants listed below. The deadline for application is November 11, 2024.

- Letter expressing interest in Grace specifically addressing the position and “why Grace.”
- Resume documenting education and work experience with dates
- Statement of educational philosophy
- List of five professional references with contact information

*Grace Episcopal School admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school, and further, does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs, or otherwise discriminate in violation of federal, state or local law.*



## Search Consultants



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