

HEAD OF LOWER SCHOOL SEARCH

SAINT ANDREW'S SCHOOL

Boca Raton, Florida

saintandrews.net

Start Date: July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

We provide educational excellence in an inclusive community, fostering lifelong learning and nurturing each individual in mind, body, and spirit in the Episcopal tradition.

Vision

To inspire lives of honor, purpose, and possibility.

At a Glance



Established
1961



Lower School Enrollment
435



Total Faculty
167



Student-teacher ratio
8:1



Students of color
24%



Financial aid awarded
\$4+M



Faculty with advanced degrees
76%



Campus size
81 acres

Total enrollment: 1,350
Countries represented: 25+
Students receiving aid: 23%

Endowment: \$30M
Annual operating budget \$50+M
Athletic state championships: 50+

PORTRAIT OF A SCOT

The Portrait of a Scot uniquely describes the Saint Andrew's experience.
It defines and articulates the traits of our students.

A SCOT IS...

Committed To Excellence

A knowledgeable and empowered lifelong learner with an independent spirit
who pursues passions with confidence and curiosity

Well-Balanced

A growth-minded individual who fosters supportive relationships and models
a commitment to physical and mental well-being

Innovative

A creative, collaborative, and technologically skilled problem-solver who has
the courage to take intellectual risks

Spiritually Aware

An honorable person who embraces their own beliefs, values diversity, and
is respectful, compassionate, and inclusive of others

Engaged

An inspired citizen of the world who leads positive change and serves
others within the school community and beyond



Overview

Saint Andrew's School is a nationally recognized PreK-12, day and boarding, college preparatory school situated on an expansive and well-resourced 81-acre campus in Boca Raton, Florida. For over sixty years, the school has offered a rigorous, independent school curriculum that fosters creative thinking, opportunities to pursue excellence and achieve balance, and experiences to build strong character. As South Florida's most well-established and only non-profit day/boarding school, Saint Andrew's is flourishing with a record enrollment of over 1350 students, a thriving residential program of 110 boarders representing more than 25 countries of multiple faiths and cultures, cutting-edge facilities, and esteemed memberships in the International Baccalaureate and Round Square, the worldwide association of international schools.

The Episcopal School Foundation chartered Saint Andrew's School in 1961. Many in the community came forward to support the project, joining together to secure the land and funds necessary to build the school. Founded by people of Scottish heritage, Saint Andrew's School was named for the patron saint of Scotland, Saint Andrew. The school's original mission was to provide a rigorous academic education to 122 Upper School boys. While the school has seen tremendous growth over the years and is now co-ed, the driving force remains the same: educating the whole child while instilling a dedication to lifelong learning. Today the school remains grounded in its Episcopal mission, supported by the school's honor code and the pervasive spirit of pride in the school that one immediately senses from all members of this vibrant learning community that is both competitive and collaborative, challenging and supportive.

Today, with the ongoing commitment of families and friends, Saint Andrew's School continues to deliver outstanding programs to all students and was recently named as one of the top twenty boarding schools in the world. It is a family-oriented school with a forward-thinking, global outlook offering a compelling curriculum that includes both IB and AP courses. Saint Andrew's School expands upon the classic New England preparatory and boarding school traditions with a unique perspective in Southeast Florida, creating a cosmopolitan, global school. The school is characterized by a balanced life of high goals, hard work, healthy relationships, generosity of spirit, and a sense of play. "Honor Above All" is recognized as the core value of the school, embodied in an Honor System that upholds the moral and ethical foundation of the school's mission. Given funds support scholarships, professional development, academic programming, and various other needs. In the last twenty years the school has invested tens of millions into its campus, programs, people, and new facilities that include science, performing arts, preschool, athletics, chapel, and more recently, the Cohen Family Center for Entrepreneurial Studies, the Kessler Digital Media Institute, a new state-of-the-art Upper School classroom building, and a new Lower School playground – with even more plans in development. The school also produces its own TEDx each year, curating content from all divisions into this cornerstone event.



The Lower School (435 students in pre-kindergarten through grade 5), which was launched in 2000, opens a new world of learning for young children by encouraging inquiry and imaginative thinking through the International Baccalaureate Primary Years Programme (PYP). Student growth is supported by two experienced teachers in each Lower School classroom as well as specialists in robotics, technology, science, physical education, world languages (Mandarin and Spanish), library, virtues, and visual and performing arts. Classroom learning is enriched with arts, athletics, after school activities, and grade-specific excursions. Students and faculty alike are supported by two learning specialists, a dedicated Lower School counselor, and an exceptional team of educational leaders, including a literacy instructional coach, a math instructional coach, an academic technology coach, a PYP coordinator, and a Lower School Dean of Students. Beyond the PYP, which serves as the organizing curricular framework for the Lower School, other complementary programmatic offerings include Singapore Math, Orton-Gillingham, Fountas and Pinnell, and a workshop orientation to the development of both reading and writing skills. Lower School also is a critical time to begin laying the foundation for strong character. The Honor System teaches children to be honorable, respectful, and responsible; and other character development activities include a grade 5 leadership group, service projects, safety patrol, and a mentoring program with older students and Pre-K students. More details about the Lower School program can be found [here](#).

The school's exciting strategic plan covers the following key initiatives:

- Reinforce the school's distinctive culture and community of belonging, grounded in the Episcopal tradition and developing students in Mind, Body, and Spirit.
- Provide world-class academic and extracurricular excellence in a transformative setting.
- Cultivate, inspire, and build an extraordinary community of learners of honor and purpose.
- Provide exceptional opportunities to create a distinctive residential program.
- Increase and expand future financial, philanthropic, and facilities foundation to support the school's vision and strategic plan.



Location

Incorporated in 1924, Boca Raton turned from a small farming community into a planned community, the vision of [Addison Mizner](#), an architect known for his Mediterranean and Spanish Revival designs. Today the city of just under 100,000 has become the cultural center for southern Palm Beach County while also being known for well-developed beach resorts, country clubs, and five-star shopping and restaurants. Mild climate, proximity to Miami, and the cultural and recreational opportunities of South Florida life continue to draw residents from all parts of the US. Boca Raton is home to the main campus of [Florida Atlantic University](#) and Lynn University, as well as numerous corporate headquarters.

The diverse community brings together a mix of U.S., British, Russian, Japanese, Brazilian and Bahamian cultures. Boca Raton has five miles of ocean frontage and 39 parks covering approximately 1,080 acres. Saint Andrew's School is located in western Boca Raton, 25 miles south of West Palm Beach, 15 miles north of Fort Lauderdale and 35 miles north of Miami. The major airports of all three cities are easily accessible and all offer international and domestic flights. Saint Andrew's School takes an active role in the formation of community by serving as a trustee member of the Greater Boca Raton Chamber of Commerce.

Position

The Head of Lower School is responsible for providing leadership and direction for the daily operations of the Lower School, including all academic, co-curricular, and student life programs. This position oversees the Lower School Dean, Lower School Learning Specialists, and all Lower School faculty, as well as the Lower School Guidance Counselor (who has a co-report to the Director of Wellness) and the Primary Years Programme (PYP) Coordinator (who has a co-report to the Dean of Studies). In addition to serving as the instructional leader of the Lower School and nurturing and supporting the faculty, the Head of Lower School also partners closely with the Office of Admissions, given the important early entry points in the seven years of Lower School.



Opportunities & Challenges

- Maintain congruence between the school’s mission and the activities of the division.
- Effectively support lower school co-teaching model with faculty.
- Evaluate and develop priorities with various curricula (including PYP Programme).
- Strive for strong faculty retention in lower school.
- Represent lower school needs and perspective as member of all-school leadership team.
- Collaborate with admissions team to admit mission appropriate students into lower school.
- Manage lower school budget effectively.
- Collaborate with the Assistant Head of School, Dean of Studies, Department Chairs, and Lower School Leadership Team to support the professional growth of the faculty.
- Serve on Committee on Equity and Justice and support DEIJB initiatives.
- Serve as a member of the Academic Affairs Committee, the Educational Leadership Team, the Senior Administrative Team, the Committee on Ethics and Compliance, and all divisional hiring committees.

Qualifications and Personal Attributes

Leadership

- Demonstrated success in educational leadership administration, ideally in independent schools.
- An approachable, accessible, and visible leader who takes joy from being involved in the daily life of the lower school, building genuine relationships with adults and students alike, and nurturing a culture of respect, collegiality, and collaboration.
- An understanding of and appreciation for the Episcopal tradition and how it informs values and practices within an inclusive and multicultural independent school community.
- Well-versed in and committed to equity and inclusion practices with experience in guiding students, colleagues, and parents in their growth in these spaces.



Education and Experience

- Master's degree in Educational Leadership or related field
- Experience or familiarity with PYP/IB framework
- Lower school classroom teaching experience with a solid understanding of curriculum needs and academic development.
- An educational philosophy that is rooted in balance, honors students' individual strengths and interests, and cultivates their well-rounded development.

Skills and Knowledge

- Strong interpersonal skills with the ability to manage disagreements and disputes constructively by using negotiation, and problem-solving techniques to reach mutually agreeable resolution.
- Exceptional written and oral communication skills, organizational and presentation skills.
- Adept at recruiting, hiring, supporting, and retaining exceptional faculty and staff who are aligned with Saint Andrew's mission and core values.
- Experience in budget management and admissions.

Personal Attributes

- Ability to empower, motivate, and inspire faculty and staff to have a positive impact on the lower school.
- Displays discretion in dealing with sensitive and confidential information.
- Possess sound judgment and problem solving capabilities with a high degree of integrity, ethics, and dedication to Saint Andrew's mission and core values.
- Commitment to a growth mindset and continuous professional development.

Learn More

Click on the links below to learn more about Saint Andrew's School.

[School Website](#)

[School History](#)

[Strategic Plan](#)

[Equity and Justice](#)

[Virtual Campus Tour](#)

[College Matriculation](#)



To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this particular position;
- A current and comprehensive résumé of no more than four pages;
- 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) to:

John Faubert

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