

# UPPER SCHOOL HEAD SEARCH

## ST. CATHERINE'S SCHOOL

Richmond, Virginia  
stcatherines.org

Start Date: July 1, 2025



St. Catherine's School



**Carney  
Sandoe**  
& ASSOCIATES

CARNEYSANDOE.COM

# Mission Statement

St. Catherine's School provides a rigorous education that prepares girls with diverse perspectives for a lifetime of learning, leadership, and service in a global community.

## Motto

What we keep we lose; only what we give remains our own.

## At a Glance



Established  
**1890**



Upper School enrollment  
**349**



Average class size in the  
Upper School  
**14**



Main campus size  
**16 acres**



Students of color  
**19%**



Total faculty in the  
Upper School  
**47 full-time**



Financial aid awarded  
**\$3.1M**



Upper School faculty  
with advanced degrees  
**81%**

Enrollment: 950 girls

Grades served: age 3 through Grade 12

Zip codes represented: 55

Students receiving aid: 23%

Endowment: \$50.6M

Annual operating budget: \$30M



## Overview

A leader in girls education since its founding in 1890, St. Catherine's School in Richmond, Virginia is deeply committed to developing strong, smart, and confident girls who are prepared for a lifetime of learning, leadership, and service. The next Upper School Head will be committed to educating, encouraging, and empowering young women for the challenges of our global world in the 21st century. St. Catherine's combines a warm and supportive learning environment with a well-rounded and challenging curriculum designed to inspire girls to develop courage, explore their passions, and expand their hearts and minds as they prepare for independence and success in college and in life. St. Catherine's is one of the six member Episcopal Church Schools in the Diocese of Virginia. The School embraces a diversity of backgrounds, nationalities, faith traditions, experiences, and perspectives and cherishes the inclusive nature of its community. St. Catherine's is guided by its commitment to do what is best for girls, cultivating an environment where girls thrive and experience joy as they grow intellectually, physically, emotionally, and spiritually.

St. Catherine's was founded in 1890 by Virginia Randolph Ellet, who boldly blazed a path to prepare girls for higher ed. Named for its founder, the Virginia Randolph Ellet School was incorporated in 1917 and moved to its present site in the Westhampton area of Richmond. In 1920 it became a member of the Church Schools in the Diocese of Virginia and was renamed for St. Catherine, the patron saint of young women. In addition to the day program, the School supported a boarding program from 1920 until 2008. In its 134-year history, St. Catherine's has had 12 Heads of School, including Cindy Trask, who joined the St. Catherine's community in summer 2021.

St. Catherine's School seeks its next Upper School Head to assume the role in the summer of 2025. The Upper School Head works in close partnership with the Head of School and Associate Head of School and holds comprehensive responsibility for all aspects of the program and personnel of the Upper School, which serves approximately 350 girls in grades 9-12. This is an exceptional opportunity to guide a community that is both firmly grounded and forward-looking, working alongside an experienced and passionate faculty, a supportive parent body, and an engaged and collaborative senior team. The Upper School Head plays a critical role as cultural leader of the Upper School and as a role model to faculty and students alike.



Faculty, parents, and students affirm the school’s excellent academic program, talented faculty, impressive facilities, and connected community. While St. Catherine’s keeps its eye on the future and is in a continuous state of evolution, the school’s rich history and traditions ground the community and serve as touchstones to bind alumnae across generations. The school’s Episcopal identity is central to all it does, as St. Catherine’s holds deep reverence for each student’s spiritual journey, warmly embracing all faith traditions.

In the Upper School, students participate in classes and activities with boys from neighboring St. Christopher’s School; the schools also share arts and athletics facilities and collaborate on events and programs. While maintaining their distinctive cultures, St. Christopher’s and St. Catherine’s enjoy a unique and [compelling partnership](#), and the Upper School Heads at the two schools work in close collaboration to ensure programmatic balance, smooth coordination, and day-to-day operation. Upper School students enroll in classes on both campuses, and throughout the day a shuttle runs continuously between campuses. Faculty and staff may enroll children at both schools with generous tuition remission.

## Richmond, Virginia

One of America’s oldest cities and the Virginia state capital, Richmond surprises unfamiliar visitors with a vibrant food, music, and cultural scene and large-city amenities blended with history and charm. Symphony, opera, ballet, and theater complement multiple museums as well as four universities and the expansive James River Park. A moderate four-season climate, modest cost of living, and a location proximate to beach, mountains, and Washington, DC (all 2 hours) make the city and its suburbs tremendously appealing to both families and young professionals.



## Opportunities and Challenges

The priorities, challenges, and opportunities ahead include:

- Building community, connection, and a spirit of joy between and among students, faculty, and parents;
- Leading the faculty in further evaluation and development of the academic and co-curricular programs, identifying opportunities for programmatic refinement and evolution, ensuring that students learn the skills necessary to thrive in today's world;
- Recruiting, hiring, supporting, and retaining a diverse and exceptional faculty who are invested in their professional growth and fully engaged in the life of the School;
- Shaping, enlivening, and enriching the student experience to ensure that it is both relevant and joyful;
- Partnering with members of the senior administrative team to execute the current Strategic Plan (not yet public), which, among other things, affirms a deep commitment to wellbeing, inclusivity, and connection within the broader Richmond community;
- Intentionally moving forward in work around access, equity, and belonging, including welcoming an even more racially diverse student body and faculty and fostering a culture of belonging;
- Embracing and strengthening the distinctive coordinate program between St. Christopher's School and St. Catherine's School; and
- Carefully balancing over a century of history and tradition with a commitment to evolving best practices and openness to new ideas.



## Qualifications and Personal Attributes

The ideal candidate(s) will offer most or all of the following qualifications and qualities:

- Deep appreciation and affection for the joys of teaching and leading girls with energy, warmth, and grace in the context of a JK-12 community;
- Eagerness to engage actively with students and faculty, and willingness to prioritize visibility amidst the demands of a busy professional schedule;
- Strong interpersonal skills and the ability to communicate with inspiration and clarity;
- A collaborative leadership style built on approachability, responsiveness, and transparent, intentional communication;
- The ability to articulate vision and strategy and the tactical skills necessary to deftly manage the systems and processes necessary to implement strategy;
- Classroom teaching experience and a track record of supporting and developing teaching faculty;
- Personal and professional commitment to access, equity, and belonging work and the requisite skills to support critical conversations in the design of ever more inclusive culture, curriculum, and programs;
- Experience recruiting, hiring, supporting, retaining, and leading talented, diverse, and mission-aligned faculty and teams;
- The confidence and humility to advocate for and chase new ideas, invite disagreement, and welcome feedback; and
- A joyful spirit, optimistic outlook, and sense of humor.

# Learn More

Click on the links below to learn more about St. Catherine's School.

[School Website](#)

[School Profile](#)

[Access, Equity, and Belonging](#)

[St. Christopher's School](#)

[Upper School Academics](#)

[About Richmond, Virginia](#)

[Episcopal Identity](#)



## To Apply

Interested candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- Cover letter expressing interest in this particular position
- Current résumé

Selected candidates may also be asked to provide:

- Writing samples specific to this search
- 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)

Materials may be sent to:

### **Marsha Little**

Senior Consultant, Director of Professional Learning and Growth  
marsha.little@carneysandoe.com

### **Marguerite Lloyd**

Senior Consultant  
marguerite.lloyd@carneysandoe.com