

NOTRE DAME HIGH SCHOOL – ST. LOUIS

PRESIDENT: *Qualifications & Responsibilities*



The ministry of administration at Notre Dame High School (NDHS) is the responsibility of the President, the Head of Academics & Instruction and the Head of Student Life & Discipline. Together, they form the Administrative Team and are responsible for managing the operation of the learning community. The President's primary responsibility is to ensure that the Roman Catholic identity and the School Sisters of Notre Dame (SSND) mission ideals are reflected in the school's philosophy and programs. The President is responsible for the organizational, operational and financial structures of the school.

The President serves in seven distinctive areas:

- A. Works collaboratively with the Board of Directors to exercise the governance of the Corporation according to the by-laws
- B. Articulates the overall vision and long range plan for NDHS along with the Board of Directors
- C. Oversees the Head of Academics, the Head of Student Life, the Athletic Director and the Advancement Team
- D. Maintains financial integrity of the school
- E. Provides communication to all constituents, including the civic community
- F. Represents the NDHS community to the SSND Congregation
- G. Manages facilities and capital improvements

QUALIFICATIONS

1. Understanding and appreciation for the mission and values of the SSND and NDHS
2. Practicing Catholic, able to articulate a vision of Catholic Education
3. A person of integrity with strong ethical standards and values
4. Master's Degree in educational administration or a related field
5. Strong commitment to a collaborative leadership style
6. Excellent oral and written communication skills
7. Ability to promote Catholic Identity
8. Organizational and administrative skills
9. Ability to relate to people of all ages
10. Knowledge of private school law
11. Ability to collaborate with all constituents
12. Ability to maintain professional confidentiality on all levels
13. Excellent conflict resolution skills
14. Ability to handle multiple tasks and time commitments
15. Experience in secondary education helpful

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RESPONSIBILITIES

Perform duties in a manner that is consistent with the mission and values of the SSND and NDHS

A. Work collaboratively with the Board of Directors

- Acts as administrative officer of the Board of Directors
- Ensures the implementation of Board policies
- Serves as ex-officio member of the Board of Directors
- Serves as ex-officio member of all Board committees
- Keeps the Board informed about the state of the school and presents to the Board periodic evaluations of the school's progress in achieving its mission
- Coordinates any Board approved long-range plans for the school
- Serves as the primary liaison officer and channel of communications between the Board of Directors and the school

B. Articulates the overall vision and long range plan for the school

- With the Board of Directors, articulates the overall vision of NDHS as it reflects the sponsorship of the SSND
- Collaborates with the SSND and the Administrative Team to communicate the overall vision for the high school
- Insures that the long range plan developed under Board leadership is implemented and communicated to appropriate audiences
- Responsible for articulating and communicating the vision for NDHS to all constituents through activities/programs
- Routinely and systematically reviews and evaluates the long range plan and provides for continuous updates

C. Oversees the Head of Academics, the Head of Student Life, the Athletic Director and the Advancement Team

- Manages all personnel involved with finances, facilities and support services
- Serves as liaison to contracted services such as food service and cleaning service
- Hires, supervises and evaluates the non-academic staff, the Head of Academics, the Head of Student Life, and the Athletic Director
- Supervises student fundraising
- Serves on the Emergency Response Team
- Provides an overall vision and plan for advancement at NDHS
- Assists in all areas of event planning, fundraising and friend-raising as needed to meet the monetary goals for the fiscal year
- Collaborates with the Advancement Team regarding the annual fundraising calendar
- Sets goals for each fundraising event based upon analysis, review of previous events and present needs of the school
- Collaborates with the Director of Major Gifts to assess the potential for support among stakeholders
- Works in conjunction with the Director of Admissions and Director of Alumnae in setting goals for recruitment, admissions and alumnae activities
- Works with the Director of Special Events and the Director of Marketing/Communications in coordinating special events and setting goals for the marketing of NDHS

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C. Continued...

- Collaborates with the Athletic Director regarding athletic schedules
- Reviews with the Athletic Director the promotion of the athletic program with parents and students
- Attends seasonal meetings held for parents with daughters participating in sports
- Evaluates proposals regarding addition or deletion of a particular sport to the athletic program
- Represents NDHS with the Athletic Director at Missouri State High School Activities Association meetings
- Receives recommendations from the Athletic Director regarding coaching staff and approves their hiring/firing
- Oversees the work of the Database Manager

D. Maintains the financial integrity of the school

- Oversees development of the annual school budget
- Works with the Director of Finance in spending control
- Monitors the operating budget, reviewing revenues and expenses monthly to maintain financial integrity
- Collaborates in producing monthly financial reports to the Board of Directors
- Consults with SSND Facilities Manager and NDHS Facilities Director regarding bids for capital improvements
- Sets annual tuition in collaboration with the Director of Finance, NDHS Finance Committee and the Board of Directors
- Manages financial aid process
- Awards financial assistance, per the application process
- Meets with the NDHS Finance Committee at least four times per year
- Signs documents requiring the signature of Chief Operating Officer
- Approves and signs all purchase orders — dual signatures (Director of Finance) required on expenditures exceeding \$1000

E. Provides communication to all constituents

- Writes for all NDHS publications
- Participates in Archdiocesan meetings and Heads of School sessions
- Provides reports, updates and materials needed by the Board of Directors
- Represents NDHS in matters of public relations and community relations
- Provides input for the annual school calendar
- Supervises print and electronic media

F. Represents NDHS to the SSND Congregation

- Participates in the formation of mission activities provided by the Ministry Commission and Ministry Office of the Central Pacific Province
- Meets regularly with the SSND liaison regarding sponsorship, proposals for additional facility use, capital improvements, campus security and overall campus maintenance
- Ensures appropriate communication in regard to reserve powers

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G. Manages facilities and capital improvements

- With the Facilities Committee develops an overall facilities' plan
- Initiates committees that review and evaluate campus facilities
- Receives bids for facility improvement projects
- Coordinates facility upgrades
- Collaborates with the SSND Facilities Manager and Motherhouse Administrator
- Delegates overall crisis management plan to designated staff person
- Maintains committees to evaluate capital improvements
- Provides management of the gym as a multi-purpose facility and coordination of the master calendar gym

JOB TYPE

Full Time exempt

Annual renewable contract 12-month position

Eligible for full time benefits

SUPERVISOR

School Sisters of Notre Dame Corporate Board

Notre Dame High School Board of Directors