

Job Description
President-St. Mary's High School

Under the direction of the Roman Catholic Bishop of Stockton and his appointed Board of Directors, the President is the primary leader of the school community and is responsible for the implementation and representation of its Mission, Philosophy and Values.

Responsibilities

The President shall:

1. Oversee the general operation of St. Mary's High School and provide supervision and direction in the activities and affairs of the school.
2. Oversee the development efforts including communication, marketing, and donor outreach.
3. Oversee all aspects of the school's operations, with special responsibility to its business and banking/investment affairs, including general and restricted funds.
4. Prepare and present the annual budget to the Board of Directors.
5. Initiate and participate in planning processes to secure the financial future of the school, including long-range planning.
6. Build and maintain positive relationships among the internal and external constituencies of the school.
7. Develop and direct the processes for annual student tuition-assistance.
8. Provide leadership to the St. Mary's High School Foundation.
9. Supervise and annually evaluate the Principal.
10. Communicate with and advise the Principal and the school personnel on overall school management.
11. Oversee the implementation of the school's Mission and the ongoing faith formation of the school community.
12. Participate in all Board of Directors meetings as the non-voting executive officer of the school.
13. Perform all other related duties as assigned by the Bishop and the Board of Directors.

Work Year

- Full time and vacation to be approved annually by Board of Directors

Salary

- Commensurate with the provisions of the administrative schedule and experience

Term

- Annual contract offered at the discretion of the Board of Directors; July 1 through June 30 of each contract year.

Qualifications

Education

- Advanced degree or equivalent experience

Professional Competencies

- Knowledge of best practices in management of organizational behavior
- Effective leadership skills
- Experience with development and fundraising processes, public relations and financial operations
- Excellent written and oral communication skills
- Ability to perform job responsibilities with a minimum of supervision
- Collaborative team-building skills
- Experience with successful conflict resolution strategies and problem solving
- Awareness and commitment to the spiritual, intellectual, social, emotional, and physical needs of high school aged students

Personal Qualities

- A practicing Catholic who possess an active and integrated faith life
- Willingness and awareness to base decisions and moral responsibilities in Gospel values
- Ability to deal gracefully with stress, conflict, and failure
- A management style which fosters healthy relationships
- Personal commitment to the high standard of secondary education steeped in the traditions of St. Mary's High School

Reports to:

St. Mary's High School (corporate) Board of Directors