

**Position**

President

**Start Date**

07/01/2019

**Salary Range**

\$80,000 - \$100,000

**Organization**

Lansing Catholic High School

**Organization Web Address**

[www.lansingcatholic.org](http://www.lansingcatholic.org)

**Organization Mailing Address**

501 Marshall St  
Lansing, MI 48912

**Job Description**

The President serves the high school in a professional manner and acts in accordance with Catholic doctrine and moral teachings. The President is directly responsible for the external affairs of the school, for ensuring sufficient resources, sound fiscal management and financial stability of the school through direct oversight of the business operations, development, alumnae, community relations and enrollment management activities. The President promotes the good reputation and values of the school in acting as the primary liaison between the school, the Board of Trustees, and the Diocese. Working collaboratively with the school Principal, the Diocesan Priest Chaplin, and the administrative staff, the President ensures that Catholic values permeate the entire curriculum. These Catholic values emphasize the dignity of all students and the sanctity of life. They provide a spiritual basis for all relationships and decision-making.

The President is the chief spokesperson for the school, provides visible, personal leadership to the school community and articulates and promotes the high school to the school community and the external public.

**Contact:**

Cecilia Draminski, Administrative Assistant

[cecilia.draminski@lansingcatholic.org](mailto:cecilia.draminski@lansingcatholic.org)

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## **Catholic Identity**

- Directs the process by which the high school arrives at its statements of vision, mission, and philosophy; implements the process by which these are periodically reviewed and evaluated.
- In collaboration with the Principal, exercises a leadership role in ensuring that the mission, vision and philosophy statements are incorporated into all school planning, programs, policies and activities.
- Upholds and models a Catholic moral code for the school community; is prayerful and faith-filled and committed to personal spiritual growth.
- Is loyal to the Catholic Church and accepts its teachings according to its Magisterium.
- Ensures that Catholic teachings, values and traditions are integrated into school policies, procedures and practices.
- Cultivates parent/guardian partnerships to advance the mission of the school and the ministry of Catholic education.
- Cultivates and maintains a positive working relationship with area pastors and elementary school principals.
- Promotes a culture of dignity and respect for each member of the high school community.

## **Institutional Advancement**

- Participates in leadership activities in the school, the community and in the diocese.
- Ensures appropriate communications with external constituents regarding the purpose and programs of the high school.
- Demonstrates the ability to work successfully with diverse institutional stakeholders.
- Prepares an annual, comprehensive development plan for approval by the board; implements the plan upon board approval.
- Organizes the duties and procedures of the business and development offices.
- Supervises all fund drives and special fundraising events.
- Develops, reviews and evaluates school marketing efforts to ensure the positive image of the school in the local community.
- Designs and implements communication strategies to ensure that the bishop, the Superintendent of schools, the Principal, the staff, school families and the

local community are informed about the school.

- Promotes cooperation with local parishes and community groups and assists in the recruitment of students.
- Prepares an annual comprehensive enrollment management plan, including admission and retention plans and programs.
- Provides leadership in the cultivation and solicitation of benefactors and donors.
- Participates in and monitors the school's alumni relations programs.

### **School Viability**

- Works collaboratively with the board and acknowledges and supports the work of the board.
- Assists the governing board in developing a strategic, long range plan to promote the mission of the school, its Catholic identity, its fiscal well-being and ongoing school improvement.
- Ensures that the school operates within the strategic, long-range plan and directs assessment of the faithful implementation of the plan.
- Ensures that the Diocese of Lansing's Guidelines for the Safe Environment of Youth are promulgated, understood and followed.
- Hires, supervises, evaluates and terminates the Principal and all school personnel whose roles support the president's major areas of responsibility. i.e.: Director of Development, Director of Business Office, Admissions Coordinator, Alumni Coordinator, and Marketing and Communications Coordinator.
- Ensures that exit interviews of students, parents, faculty/staff and administrators are conducted.
- Develops and implements personnel policies, with cooperation of the principal, including performance standards and rules of conduct.
- Takes responsibility for the sound stewardship and fiscal integrity of the school.
- Prepares the annual school budget in collaboration with the finance committee and the principal and supervises its implementation.
- Implements diocesan and local financial policies and procedures for the collection and disbursement of school funds.
- Monitors tuition assistance and scholarship programs.

- Maintains overall responsibility for the school's legal compliance.
- Ensures the maintenance and safety of the school plant according to local, state, diocesan and Office of Catholic Schools policies, procedures and directives.
- Develops and implements rules and procedures to protect school facilities and property against unauthorized use, abuse, damage and theft.
- Directs and oversees the completion of capital improvement projects, purchase of capital equipment and facilities management.

### **Requirements and Preferences**

- Practicing and active Catholic
- Master's Degree in Educational Administration
- 5 -7 years relevant experience
- Compliant with Safe Environment Requirements
- Willing and able to travel
- Some evening and weekend work required