

**Job Posting for
President
NOTRE DAME PREPARATORY
ROMAN CATHOLIC HIGH SCHOOL**

The Roman Catholic Diocese of Phoenix and Notre Dame Preparatory High School, Scottsdale, Arizona, is seeking an enthusiastic, visionary, faith-filled servant leader to serve as President. This individual must be capable of exemplifying and promoting Catholic values with a strong commitment to and experience in Catholic education. Entrepreneurial, mission-driven candidates from varied careers including, but not limited to, Catholic and independent schools as well as higher education and non-profit organizations are welcome to apply. This is an exceptional opportunity for a visionary leader seeking to take an outstanding educational institution to the next level.

The mission of Notre Dame Preparatory Roman Catholic High School is to form students by integrating faith in a college preparatory curriculum, promoting academic excellence, moral values and lifelong service. The primary role of the President is to provide overall leadership for Notre Dame Preparatory Roman Catholic High School to achieve the fullest attainment of the school's unique Catholic mission, in accordance with the governing documents of the organization and under the direction of the Superintendent of Catholic Schools of the Diocese of Phoenix and the Board of Directors.

The President, a practicing Catholic in good standing, is the overall leader and facilitator of the community of faith and bears ultimate responsibility for the integrity of the doctrine and practice of the spiritual life of Notre Dame Preparatory Roman Catholic High School.

Notre Dame Preparatory High School is a growing co-educational diocesan high school with strong parental support and involvement. Offering a college preparatory curriculum, the school serves the greater North East Valley community.

MINIMUM QUALIFICATIONS:

- An active, practicing Catholic in full communion with the Church, with a commitment to ongoing formation in catechetical and spiritual leadership development.
- Able to articulate a clear understanding of the Catholic faith, and to serve as a committed witness to its mission and teachings.
- Ability to exercise prudent and independent judgment, and maintain efficient, confidential procedures in handling Diocesan matters.
- Demonstrated capacity for broad institutional leadership: previous experience in executive leadership at a secondary school, college, or corporation; with the ability to speak to the mission, oversee the executive leadership and day-to-day operations, and interact with various Boards, donors and the general community.

- Exceptional communication and interpersonal skills, including proven ability to engage and inspire a wide range of stakeholders, build creative and mutually beneficial relationships within the philanthropic, corporate, public, governmental and non-profit sectors, as well as the parent/student communities the school serves. Capital campaign experience is a plus.
- A high degree of credibility, integrity and self-confidence is essential.
- Must have a master's degree in education or a related field.
- The ability to inspire and motivate students, faculty, staff and families. Energy, enthusiasm and warmth – the ability to relate well to individuals of varying backgrounds.
- Ability to maintain active compliance with conditions of employment (which includes, but is not limited to, Safe Environment Training, Fingerprint clearance and memorialized acknowledgement of Diocesan and Catholic Schools' Code(s) of Conduct.)
- Must meet Catechist Certification Formation pursuant to Diocesan policy.

SALARY AND BENEFITS:

Salary negotiable based on experience, education, and credentials. Benefits include employee health insurance, retirement, sick leave, vacation, short-term disability, and social security.

APPLICATION PROCEDURE:

Candidates must complete online application and provide all required documents.

For questions, please contact the Diocese of Phoenix Catholic Schools Office

dsalce@diocesephoenix.org

602-354-2345

Web address: <https://catholicschoolsphx.tedk12.com/hire/ViewJob.aspx?JobID=2037>

For a complete job description for the position [click here](#).