

St. John Paul II Catholic High School

Position Title	<i>School President</i>
FLSA Status	<i>Exempt</i>

Position Summary:

The President acts as the Chief Executive Officer of the school, i.e., functions as executive and legal head of the school and assumes ultimate responsibility for all aspects of the school under the limited jurisdiction of the Board of Trustees (Board) and full jurisdiction of the Diocese of Birmingham. Oversees the formulation of the school's mission, philosophy, objectives, and policies in collaboration with the Board of Trustees. Works closely with the Catholic Schools Office and the Board of Trustees to accomplish the mission of the school.

Working together with the Principal, the President is responsible for ensuring the implementation of policies.

The President is an ex-officio non-voting member of the Board of Trustees and serves as the key administrative liaison to the Board and its committees.

Essential Functions:

Accountability

Upon recommendation of the Board and the Catholic Schools Office, the President is hired by the Bishop and is accountable for the operation of the high school to the Bishop through the Superintendent of Catholic Schools and the Board. The President is expected to abide by the established policies and procedure of the Diocese of Birmingham and the directives of the superintendent and the Board of Trustees.

The President pursues continuing education and professional development and participates in an annual performance review as outlined by the Catholic Schools Office.

General Responsibilities

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. The President promotes the good reputation and values of the school by acting as the primary liaison between the school, the Board of Trustees, and the Diocese of Birmingham. Working collaboratively with the Principal, and the administrative staff, the President ensures that the Catholic Identity of the school is the 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.

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.
- Models a Catholic lifestyle 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.
- In collaboration with the Principal, ensures that Catholic teachings, values, and traditions are integrated into school policies, procedures and practices.
- In collaboration with the Principal, cultivates parent/guardian partnerships to advance the mission of the school and ministry of Catholic education.
- 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.
- In collaboration with the Principal, prepares an annual, comprehensive advancement plan that includes development, alumni, marketing, communications and admissions strategies for approval by Board; implements the plan upon Board approval.
- In collaboration with the Principal, seeks partnership opportunities with corporations, universities, and other civic organizations.
- Organizes and manages the business and development offices.
- Secures the necessary funding to operate the school and provide tuition assistance to students in need.
- Guides school marketing efforts to ensure the positive image of the school in the local community.
- Guides 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, partner schools and community groups.
- Provides leadership in the cultivation, solicitation and ongoing communication of benefactors and donors.
- Engages with and oversees the school's alumni relations program.

School Viability

- Works collaboratively with the Board and acknowledges and supports the work of the Board.

- Ensures the implementation of policies set by the Diocese of Birmingham and those set by the Board.
- Assists the 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.
- Coordinates with the superintendent to hire, supervise, evaluate and terminate the Principal.
- Supervises school personnel whose roles support the President's major areas of responsibility: Principal, Finance, Development and Alumni, Marketing and Communication.
- Within the guidelines of the diocese and with cooperation of the Principal, develops and implements personnel policies including performance standards and rules of conduct.
- Prepares the annual school budget in collaboration with the Principal and the Finance Committee and supervises its implementation.
- Ensures the implementation of diocesan and local financial policies and procedures for the collection and disbursement of school funds.
- Maintains overall responsibility for the school's legal compliance.
- In collaboration with the Principal, ensures the maintenance and safety of the school plant according to local, state, and diocesan policies, procedure and directives.
- Directs and oversees the completion of capital improvement projects, purchase of unbudgeted capital expenditures.

Required Knowledge, Skills, and Abilities:

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| <ul style="list-style-type: none"> • Practicing Catholic; models a strong faith life and promotes Catholic identity and strong academics within the school. • Thorough knowledge of the principles and practices of education, school administration and planning, along with knowledge of development and financial actions related to schools. • Advanced degree • Five to seven years of relevant experience required • Ability to maintain confidentiality • Maintains up-to-date personal certification for the diocesan Youth Protection training program. • Must communicate effectively, both verbally (including oral presentations) and in writing. • Strong interpersonal skills, creativity, decision-making, use of discretion, teamwork, negotiation, service orientation, public relations, independent judgment/action, presentations, supervising, problem analysis and ability to enhance school relations are required. • Proficiency with basic office equipment, including experience with spreadsheet, word processing and presentation software. |
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Job Conditions / Physical Demands:

(The following are representative of the physical capabilities that must be met by an employee and the working conditions that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to push, pull, lift, and carry items up to 30 pounds.
- While performing the duties of this job, employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists.
- Work is performed in an office setting, with periods of high stress.
- Employee is required to do extensive close computer work.
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel.

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the position change, as determined by the Bishop or his designee.

St. John Paul II Catholic High School is a college preparatory school for grades 9-12, located in Huntsville, Alabama, and serving North Alabama. Founded in 1996 as Catholic High School, St. John Paul II Catholic High School is sponsored by the Diocese of Birmingham in Alabama. The school holds accreditation from the Southern Association of Colleges and Schools and membership in the National Catholic Education Association.

A school rooted in faith. First and foremost, St. John Paul II Catholic High School exists to provide a Catholic education to help our children reach the fullness of a Christian life.

A school that develops its students in body, mind and spirit. Today's graduates exemplify this success with a legacy of National Merit Finalists; scholarship awards in academics, arts, athletics; and 100 percent college acceptance.

A quality college preparatory school, St. John Paul II Catholic High School prepares students for acceptance at world-class colleges and universities, with a rich course offering in all disciplines, including opportunities for advanced studies.

