



## Job Description & Qualifications

### Head of School

**Direct Report:** Superintendent of Catholic Schools

**Full-Time Position**

#### DUTIES

The Head of School is Archbishop Hannan High School's spiritual and educational leader and chief executive officer with overall responsibility for management of the school. As the school's spiritual leader, the Head of School ensures the school's Catholic identity and that its academic and extracurricular programs consistently reflect the Gospel message of Jesus Christ. The Head is the institutional spokesperson responsible for representing the school and communicating its mission and vision clearly and enthusiastically to all the school's stakeholders and to the community at large. In keeping with the school's mission, the head of school fosters the traditions, relationships, and practices that determine the school's climate and culture. Working closely with the school's Advisory Board, the Head will strive to enhance the schools resources and oversee implementation of the strategic objectives set out in the 2019 – 2024 Strategic Plan.

With support from and collaboration with the Associate Head of School and a team of experienced administrators, the Head of School will provide leadership and oversight of all aspects of the schools operations - academics, finance, planning, student affairs, enrollment, advancement, and athletics – and ensure the school's strategic direction and policies remain aligned with its mission. The Head of School has responsibility for the sound fiscal management of the school. As part of these financial viability responsibilities, the Head of School will oversee the school's annual operating budget and work with faculty and staff to maintain a program of excellence within budgetary constraints. The Head of School is responsible for ensuring that avenues for communication with the school's many stakeholders – students, parents, faculty and staff, and alumni remain open and encourage honest and open dialogue.

The Head of School directly supervises the following administrators: Associate Head of School, Advancement Director, Director of Curriculum and Learning, Finance Director, Athletic Director.

#### RESPONSIBILITIES

##### Spiritual Leadership

The Head of School is responsible for establishing and maintaining the school's religious vision.

- Maintains a collegial relationship with Catholic schools in the Archdiocese of New Orleans and monitors compliance of Archdiocesan policies.
- Fosters opportunities for faith formation for all stakeholder groups.
- Employs the Campus Minister.
- Supervises and consults with the Chaplain on matters related to the faith community affairs of the school community.
- Ensures the development and enhancement of the faith community and the integration of faith with the learning process through direct involvement in faculty/staff retreats, student retreats, days of recollection, service programs, the religious program, liturgies and prayer services, etc.
- Collaborates with the Associate Head of School to ensure students, parents, faculty, staff, alumni and benefactors are aware of and involved in the faith life of the school.

##### Curriculum and Instruction

Working in collaboration with the Associate Head, the Head of School:

- Upholds the academic and ethical standards of the school.
- Hires and dismisses all administrators, faculty, and staff members.
- Fosters professionalism, collegiality, and ethical conduct in the faculty.
- Oversees and works with the Associate Head to ensure the educational programs of the school meets required standards and achieves strategic and annual goals in accord with the mission and philosophy of the School.
- Stimulates and participates in the dialog about teaching and learning at the school.
- Approves the selection of curricula, class schedules, assessments, graduation requirements, and all aspects of the school's academic program.
- Reviews and provides input prior to dissemination of all editions of the Faculty/Staff and Student Handbooks.
- Ensures academic policy is upheld.
- Ensures fulfillment of accreditation standards and processes.
- Oversees compliance with all legal requirements at the local, state and federal level.
- Optimizes the physical learning environment and technology in all instructional areas.

### **Finances, Admissions, and Development**

Working in collaboration with the Director of Finance, Development Director, and Advancement Director, the Head of School:

- Ensures proper oversight of the student recruitment effort of the school.
- Ensures the implementation of the school's recruitment and marketing plan for the school.
- Supervises fiscal operations and works with the Director of Finance to ensure legal and accounting standards are fulfilled and resources are allocated in accord with the approved budget, policy and goals.
- Works with the Director of Finance regarding implementation of compensation and benefits policies.
- Oversees and works with the Development and Advancement Directors to ensure the established goals set by the budgeting process and strategic plan are achieved.
- Works with the Director of Finance and Admissions Director to oversee school policy regarding the administration of financial aid and tuition collection.

### **Student and School Life**

- Demonstrates respect, compassion and confidentiality for each student and family.
- Recognizes the importance of open dialogue with faculty/staff, students, and parents in the life of the School and communicates regularly regarding success and school issues.
- Maintains a safe, secure, and trusting environment for students.
- Supports student endeavors in academics, sports, service, fine arts, and identifies student leaders within the student community.
- Consults with the Associate Head regarding performance of faculty and staff as needed.
- Maintains a secure and trusting work environment for faculty and staff.

### **Facilities Management**

Working in collaboration with the Associate Head of School and the Director of Finance, the Head of School:

- Implements and enhances the school's Crisis Management Plan to ensure the safety of our students, faculty and staff.
- Develops a program for overseeing the maintenance and development of the Archbishop Hannan High School plant and grounds.

### **Communications/Public Relations**

- Shares with the broader community the school's educational vision through a strong public relations program.
- Serves as the official representative of the school, in person or through a delegate to the Archdiocese of New Orleans, the Office of Catholic Schools, the State Department of Education, the Catholic School Principals Association, the Louisiana High School Athletic Association, and other agencies and organizations.
- Presides at Commencement Exercises and other appropriate all-school assemblies or convocations and to sign and confer all certificates and honors.

### **Advisory Board**

- Works with the Advisory Board to envision new opportunities and directions for the school.
- Shares pertinent information promptly and accurately with Board members.
- Annually prepares and presents a written "State of the School" address for the Advisory Board sharing the year's plans for growth and development.
- Works with the Board in identifying new Board appointments and ensures appropriate orientation.

### **Leadership and Administration**

- Coaches and manages the Associate Head of School, Director of Finance, Director of Advancement, Athletic Director, and the President's Administrative Assistant.
- Assesses quickly what is needed in an emergency situation and acts with confidence.
- Takes action on new opportunities and challenges with a sense of urgency, high energy and enthusiasm.
- Builds effective teams who apply their diverse skills and perspectives to achieve common goals.
- Gains confidence and trust of others through honesty, integrity and authenticity.
- Demonstrates high-level interpersonal skills, strategic planning expertise and knowledge of educational improvement.
- Participates in professional organizations and appropriate professional development activities.

### **Qualifications/Requirements**

1. A practicing Catholic with a commitment to the legacy of Catholic education, community service, and social justice.
2. A minimum of five years of previous experience in secondary school senior administration.
3. Earned a graduate degree (MA in School Administration preferred).
4. Record of success as a visionary leader, including the financial skills and acumen required to facilitate the allocation of resources effectively and efficiently among competing needs of the school.
5. Reputation for leading and relating to the students, parents, faculty, and staff with energy, enthusiasm, and warmth.
6. Ability to articulate the school's mission, oversee the Senior Administrative Team, and day-to-day operations of the school, as well as build relationships with the Advisory Board, donors, and the general community.
7. Record of demonstrating appreciation for the significance of the fine arts, athletics program, and student organizations to the overall image and success of the school.
8. Decisive management skills exemplified by a record of making difficult decisions in an environment with competing demands and limited resources.
9. Demonstrated experience cultivating prospective donors and friends of the school.
10. Proven experience bringing together diverse stakeholders using collaboration and consensus building skills, as well as a history of working with boards, faculty, staff, students, alumni, and the broader community.

11. Exceptional communication and interpersonal skills including proven ability to engage and inspire a wide range of internal stakeholders, build creative and mutually beneficial relationships within the local community, partner schools, and other high schools.
12. Evidence of fostering excellence in teaching and scholarship.
13. A demonstrated record of success in attracting and retaining a highly qualified and diverse faculty and staff.
14. Experience implementing strategic goals within a set period.

### **APPLICATION PROCESS**

Interested candidates should electronically submit the following materials in a PDF format to Mike Furey .....

1. Detailed letter of intent;
2. Résumé;
3. Statement of your philosophy of educational leadership;
4. List of at least three references, including complete contact information and a description of the relationship to the applicant. One must include a pastor or priest that can attest to the candidate's participation in his or her parish.

**References will not be contacted without permission of the candidate.**