



President

SEARCH PROSPECTUS



Notre Dame Schools

UTICA, NY

www.notredameutica.org

START DATE – JULY 2020



Notre Dame Schools Mission Statement

Notre Dame Schools is dedicated to providing a Catholic co-educational program in a value-centered, nurturing environment where academic excellence is fostered. Personal attention encourages all students to discover and develop their unique gifts and talents so that they can reach their God-given potential.

Notre Dame Schools welcomes families of all faiths in which we are committed to bringing Catholic values, educational excellence, and community service to all of our students so they may become responsible church and community leaders whose lives are rooted in Christian principles.



About Notre Dame Schools

Originally founded in 1960 by the Xaverian Brothers as Notre Dame High School, the Notre Dame Schools (NDS) community has emerged over the years as the Mohawk Valley's premier choice for Catholic education. This independent and private school system encompasses Pre-Kindergarten through Grade 12, including Universal Pre-K and Montessori Pre-K. NDS is home to a community of nearly 550 coed students enriching their lives through the principles of Catholic education. A Notre Dame Schools education prepares students to be world ready by developing strong critical thinking, collaboration, communication and creativity skill sets in each and every student.

The schools operate with a 12-member Board of Trustees. Notre Dame is accredited by the Middle States Association of Colleges and Schools (MSACS).

Elementary School Mission Statement

Founded in 2009 and inspired by more than a century of Catholic education in the Greater Utica area, Notre Dame Elementary School is committed to Catholic values, educational excellence, and community service.

Welcoming families of all faiths, Notre Dame Elementary seeks to create a safe and nurturing environment in which our students are challenged and encouraged to follow the example of Jesus Christ, achieve academic success, and reach their God-given potential.

Dedicated to Our Lady, who brought the child Christ to the world, Notre Dame Elementary supports the ministry of our local parishes and the universal Church by teaching Catholic values, encouraging virtue, and forming students in faith for service to community and Church.



Academic Program

SECONDARY SCHOOL

The school offers a rigorous college-preparatory curriculum, including Advanced Placement, Advanced, and Honors courses. Arrangements can sometimes be made for students to access college courses at local colleges. Currently, both Utica College and Mohawk Valley Community College offer Notre Dame students this opportunity. Additionally, the Colgate Seminar Program offers juniors and seniors the opportunity to experience college-level courses in an after-school enrichment program.

ELEMENTARY SCHOOL

Notre Dame Elementary is a Pre-Kindergarten through Grade Six School with a focus on a faith-based education. The school follows the New York State Common Core Curriculum, the Inter-diocesan curriculum goals established by the Archdiocese of New York, and the Syracuse Diocesan Religion Curriculum.

The Pre-Kindergarten programs include Universal Pre-K and modified Montessori. The Kindergarten programs include a traditional Kindergarten Program and a modified Montessori.

Also, there are a variety of special programs offered, including Music, Physical Education and Library, Technology and Art, and STEM. Spanish classes are offered for students in Grades Two through Six.

Spirituality, Campus Ministry, and Community Service

As a Catholic school, Notre Dame seeks to follow the vision of the United States Conference of Catholic Bishops by empowering students to live as disciples of Jesus Christ in our world today, drawing young people into responsible participation in the life, mission, and work of the Catholic Church, and fostering the total personal and spiritual growth of each young person.

LITURGIES

A student liturgy committee plans several school-wide liturgies throughout the year.

FAST FACTS



14,214

Hours volunteered by all NDS students last school year.



100%

College Acceptance Rate for the Class of 2019



\$6M

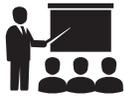
Awarded in College Scholarships and Grants to the Class of 2019



89%

Of Students from the Class of 2019 Graduated with College Credits

FAST FACTS



11:1

Student-Teacher Ratio
(MS/HS)



62

Junior and Senior High
School Administrators,
Faculty and Staff



54

Students Participating
in NJROTC



\$5.9M

Annual Operating
Budget

RETREATS

Retreats are an integral part of the Campus Ministry program. Each student is required to participate in an annual retreat, encouraging them to explore their faith, build community, develop leadership skills, and spend time in prayer.



CAMPUS MINISTRY

Notre Dame employs a lay Campus Minister to plan service, prayer, and retreats. The Chapel and campus ministry are centrally located in the school.

SERVING THE COMMUNITY

Each student is required to complete approximately 50 hours of community service by graduation. The goal of this program is to deepen the students' personal development through increasing self-awareness, nurturing self-actualization and confidence, and encouraging them to be responsible.

Athletics

Notre Dame is a member of the Tri-Valley League Pioneer Division under the guidelines of Section III and the New York State Public High School Athletic Association. Numerous sports participating in different classes are offered, including Boys Basketball, Girls Basketball, Baseball, Football, Softball, Golf, Cross-Country, Soccer, Tennis, Bowling, Swimming, Diving, and Gymnastics. Lacrosse and Ice Hockey are combined school sports.

Clubs and Activities

NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS

Since 1972, a special feature of Notre Dame High School has been its Naval Junior Reserve Officers Training Corps program. Sponsored by the U.S. Navy, NJROTC is open to male and female students between 9th and 12th grades. NJROTC teaches self-discipline, leadership, respect, and self-determination skills to assist students in accomplishing life's goals. Students are not recruited or obligated to enter the military. Over one-half of the student population participates in the program contributing more than 7,000 volunteer hours annually.



FAST FACTS



SECONDARY SCHOOL

Additionally, the school sponsors an Art Club, Creative Writing Club, Eco-Schools Club, French Club, History of Gaming, International Club, Mock Trial, Praise Band, Pro-Life Club, Cheerleading, Track, and Volleyball.

ELEMENTARY SCHOOL

Interested students may participate in Instrumental Music, Band, Choir, Craft Club, Children of Mary Club, Sixth Grade Reading Club, No Bullying Club, Athletics, and Altar Servers.

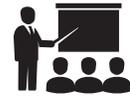
The Position

The Office of the President has as its primary purpose to provide leadership for the Notre Dame Schools community. As its Chief Executive Officer, the President works with the Board of Trustees in the development and implementation of NDS's goals and policies. As the overall leader, the President bears ultimate responsibility for the integration of faith and culture within the schools and successful academic and student programs. The President is directly responsible for the external affairs of the schools: for ensuring sufficient resources, sound fiscal management, long-term financial stability, and plant improvements through direct oversight of business affairs, plant operations, and advancement programs.

The President acts as the primary liaison among the schools, the Board of Trustees, the Diocese of Syracuse, the feeder parishes and schools, and the broader community. The President is ultimately responsible for the successful operation of the school as accomplished through effective delegation of responsibilities to his/her direct reports, including both building principals and directors of finance, enrollment management, advancement, and development.

As the executive leader and highly-engaged public face of the NDS school community, the President should display leadership mastery in the following requisite areas: driving mission, spirituality, and culture expected in a Catholic college preparatory setting; articulating and executing a vision that clearly defines direction and accountability for all; building strong stakeholder relationships that further develop constituent potential; executive presence and capacity that inspires board development and engagement, fiscal stewardship, and school advancement initiatives; as well as operational, organizational, and strategic planning expertise.

While the President must have a demonstrated capacity for broad institutional leadership, it is possible that the prospective President could have attained this experience through a variety of different career paths, including primary, secondary, or higher education, non-profit management, or work in the corporate or public sector. Regardless of the career path, the prospective President must have expert knowledge of and a proven record of mission advancement and culture building. An advanced degree in education or business-related fields is strongly preferred.



12:1

Student-Teacher Ratio
(Elem)



49

Elementary School
Administrators, Faculty
and Staff



Nearly

550

Students Currently
Enrolled



Over

10,000

NDS and Legacy Alumni

Qualities and Characteristics

- Practicing Catholic in communion with the Church, who is a faith-filled and Christ-centered servant leader that embraces, models, and champions the traditions and values of Catholic education.
- Advanced degree in an education or business-related field with a full understanding of the challenges and opportunities facing Catholic education.
- Executive presence that inspires confidence, passion, and persistence amongst all stakeholders in an ambitious, fast-paced, and results-oriented period of cultural change and institution-building.
- Accomplished visionary able to lead this distinguished school community while ensuring success for all students, based on high standards of excellence.
- Proven and exceptional communication, interpersonal, and public speaking skills while serving as the highly visible public face of the Notre Dame Schools community in building constructive relationships with all stakeholders that inspire crucial support in its school advancement initiatives.
- Accessible and approachable leadership style, with the capacity to relate to all in internal and external constituents while being extremely visible and interactive on campus and at school-sponsored events - locally and beyond.
- Well-versed in creating the conditions for market leadership in a highly competitive college preparatory environment.
- Inspirational, humble, and authentic mentor who instills leadership in others.
- Must be able to establish immediate rapport and trust with learning, parent, alumni, and civic communities.
- Skilled at identifying, attracting, developing, and retaining high-quality and mission-driven professionals with a commitment and passion for delivering a transformational Catholic educational experience.
- Fair, fun, and compassionate executive who embraces collaboration while leading with missionary zeal.



About the Area

The City of Utica is the county seat of Oneida County and an economic and cultural hub of the beautiful Mohawk Valley. Located approximately 45 miles east of Syracuse and 90 miles northwest of Albany, Utica is undergoing a revitalization and reinvention focused on nanotechnology, healthcare, higher education, and industrial services.

A diverse and inclusive community – known as the “Second Chance City” and home to one of the largest refugee populations in the United States – Utica offers a vibrant cultural scene supported by first-rate facilities such as the historic Stanley Theatre and Munson-Williams-Proctor Museum of Art.

Outdoor and athletic opportunities include the Boilermaker Road Race (one of the largest 15K races in the country) and proximity to both the mountains and lakes of the Adirondacks as well as the Thousand Islands of the Saint Lawrence River. Also, the Utica College Pioneers and the Utica Comets of the American Hockey League regularly sell out the Utica Memorial Auditorium, providing both a source of pride and economic benefit to the city.

With the continued redevelopment and revitalization of the city, many restaurants and other establishments have opened in the downtown area, including some that have received state and national recognition.

The greater Utica region provides a small-town community feel while delivering the amenities typically found in larger and more metropolitan areas. Benefiting from its reasonable cost of living index, its no wonder more and more people are calling the Mohawk Valley home.



Application Procedure

- To apply, please submit the following four documents, confidentially, and as separate PDF attachments.
 - ✓ Cover letter that aligns your experiences and skillsets with the current needs of the school as you understand them.
 - ✓ Statement of Catholic educational philosophy.
 - ✓ Current resume with all appropriate dates included.
 - ✓ List of five references with names, phone numbers and email addresses. No references will be contacted without your knowledge and approval.
- Please include Notre Dame Schools in the subject field.



Assemble the above in one email to:

Michael Furey, Partner

mikefurey@partnersinmission.com

Partners in Mission School Leadership Search Solutions, LLC

124 Sycamore Drive Westwood, MA 02090

www.partnersinmissionslss.com



Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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