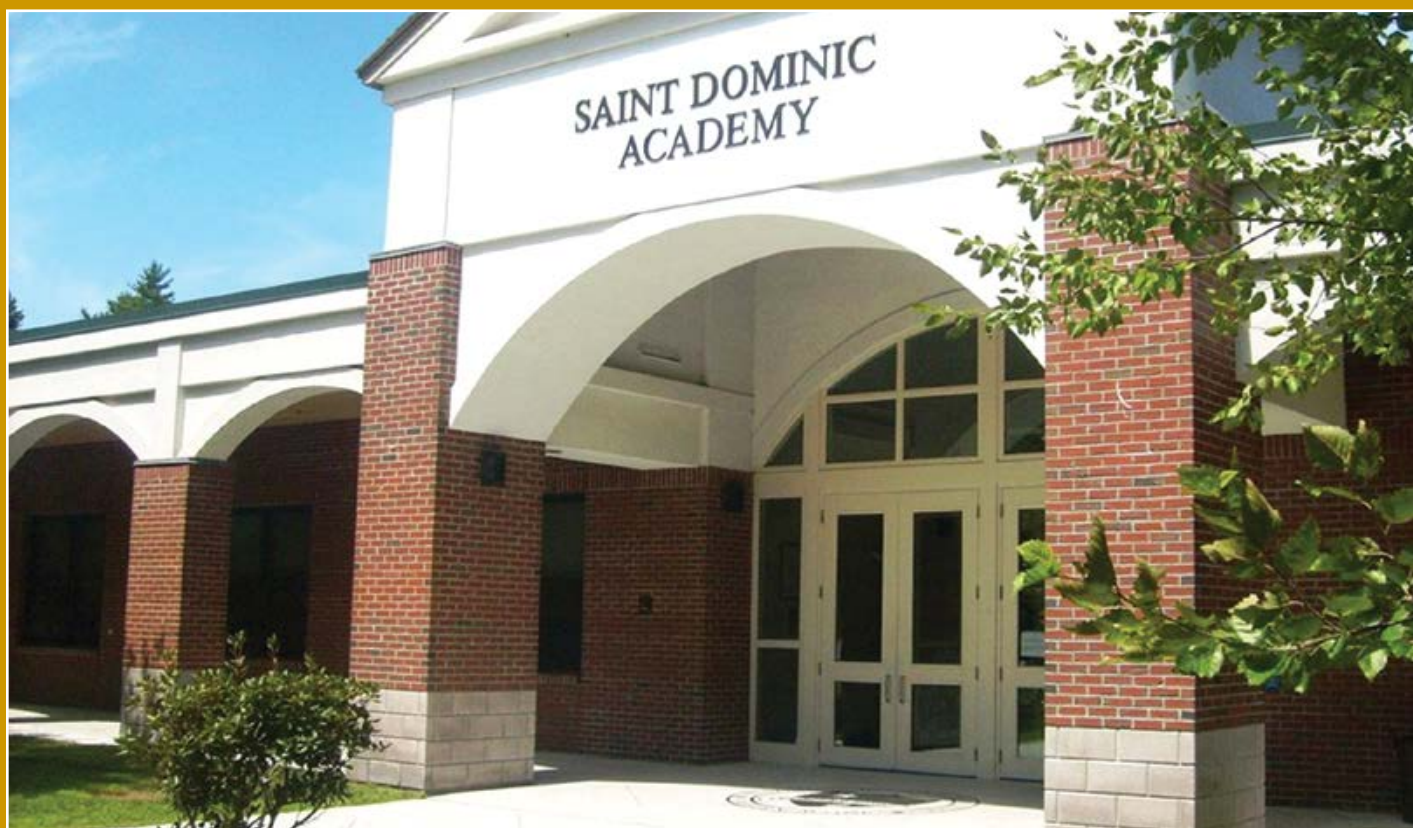




President

SEARCH PROSPECTUS



Diocese of Portland

Saint Dominic Academy

LEWISTON AND AUBURN, MAINE

www.stdomsmaine.org

START DATE – JULY 2019

Partners in Mission School Leadership Search Solutions, LLC



St. Dom's
A Pre-K to 12 College Preparatory School



About St. Dominic Academy

Saint Dominic Academy traces its roots back to 1881, when St. Joseph Elementary School greeted its first students. 60 years later, central Maine welcomed St. Dominic High School. In 2010, the school responded to the needs of the community by including students from grades pre-kindergarten through eighth grade. As a result of this broader focus, the name was changed from St. Dominic Regional High School to Saint Dominic Academy (SDA). The pre-kindergarten through fifth grade elementary school is housed on the Lewiston campus while the sixth grade through twelfth grade junior/senior high school is located on the Auburn campus. In 2016, Saint Dominic Academy celebrated its 75th Anniversary, appropriately named “Ministry in Education – Faithfully Strong, Generations Long.”

Saint Dominic Academy operates with a 14-member Board of Directors (Board of Specified Jurisdiction), six (6) of whom are ex-officio. The school completed a strategic plan in 2015 with goals in 6 domains.

Mission

Through study, prayer, community, and service, Saint Dominic Academy teaches its students the truth of life so that they may set the world afire.

Academic Program

A St. Dom's education provides an important foundation for pre-kindergarten to twelfth grade students preparing them for college and for life. Students learn to value academic success along with spiritual and social growth. This is accomplished through a comprehensive program under the guidance of faculty who set clear goals for achievement at all grade levels towards college preparation. Emphasis is placed on understanding basic concepts and developing good study habits, community outreach and participating in organized athletic and social events.

The St. Dom's academic program helps students develop self-discipline, responsibility and study skills. Students engage with classmates in a curriculum that includes courses in English, mathematics, social studies, modern language, science, fine arts, computer, health, physical education, and Virtual High School. At the high school level, courses are offered at college prep, honors and advanced placement levels. All students engage in religious studies. Structured classes facilitate instruction while permitting the experienced faculty to assess and respond to individual needs and concerns.

Elementary School

The academic programs for grades pre-kindergarten to fifth grade focuses on preparing each student for the junior high and high school years at Saint Dominic Academy. Because St. Dom's is a college preparatory school, all subjects are planned and delivered to ensure success at the high school level and ultimately for college. Elementary subjects are specifically designed to integrate with courses offered at the junior high level with advanced offerings in critical areas such as math. This accelerated curriculum provides many options at the upper-grade levels, enabling students to take specialized courses in high school.

FAST FACTS



2

Campuses –
70 Acres



470

470 Students Pre-K
through 12th Grade



Students From

39

Communities and
Five Counties



36

Teachers
Six with Advanced Degrees



Junior High School

The junior high school program is specifically designed to prepare students for the rigorous high school classes they will face at St. Dom's in grades 9-12. Junior high classes focus on proper study skills and increasing levels of difficulty in the areas of reading, writing, and math. Students who are advanced in math take high school level Algebra I in eighth grade.



High School

The high School program offers students a variety of rigorous learning opportunities. There are nine (9) Advanced Placement courses where students can participate in college-level coursework while enrolled in high school. Students can earn college credit, stand out in the college admissions process, gain skills that will help to succeed in college, and broaden intellectual horizons.

In addition to AP coursework, there are 28 Honors courses available. Honors classes offer the same curriculum as standard classes but are tailored for high-achieving students covering topics in greater depth.

Finally, St. Dom's offers College Level courses that provide an academic experience designed for success in college for students not in AP or Honors level courses.

Online Courses

Virtual High School offers a catalog of full semester courses in the Arts, Foreign Language, Language Arts, Life Skills, Math, Science, Social Studies, Technology and Advanced Placement Study. A St. Dom's site supervisor monitors and supports students work. Virtual courses appear on the report card and factor into the quarterly calculation for the honor roll.

FAST FACTS



12:1

Student/Teacher
Ratio



1:1

Male/Female
Student Ratio



90%

Student Participation in
25+ Clubs/Athletics



100%

Graduation Rate

Spirituality and Community Service

Saint Dominic Academy is served by a chaplain. Additionally, St. Dom's believes an important part of its success and their students' success is through service projects. A requisite for all students to graduate is to participate in one or more service projects. Examples include Key Club, Coats for Kids Campaign, Fifth Grade Food Drive, and Mission to Mississippi.

Athletics

St. Dominic Academy offers a variety of interscholastic sport offerings throughout the year. Student-athletes in the middle school may participate in three (3) sports in the Fall, five (5) sports in the Winter, and four (4) sports in the Spring. High school student-athletes may participate in six (6) sports in the Fall, eight (8) sports in the Winter, and seven (7) sports in the Spring. Additionally, elementary school student-athletes may participate on basketball teams in the Winter.

Clubs and Activities

St. Dom's students are encouraged to participate in a wide array of activities after the end of the school day. Recycling club, talent shows, and service projects highlight some of the grade school campus activities. Junior high and high school activities include Art Club, Chess Club, Drama Club, French Club, Key Club, Math Team, Mock Trial, Music Ministry, Mission Mississippi, National Honor Society, Spanish Club, Student Ambassador Team, Student Senate, Yearbook Club, and Video Game Club.

The Position

The President of Saint Dominic Academy (SDA) will serve the school by leading its Mission, Advancement, and Stewardship priorities. He or she oversees the advancement and overall accountability of the school's strategic plan.

The President is responsible for the hiring, oversight, and evaluation of employees of the advancement, finance, administration, and facilities departments.

He or she serves as a non-voting, ex-officio member of the Board.

Employment in and by the church is substantially different from secular employment. The President must conduct him or herself in a manner which is consistent with and supportive of the mission and purpose of the Church. The successful candidate's public behavior must not violate the faith, morals, or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that he or she respect Catholic doctrine and religious practices. The President must have the ability to maintain confidentiality and to be present, ready to work, and on time for all scheduled hours.

Responsibilities

Mission

- Serves as clear articulator of SDA's mission and provides Catholic identity alignment.
- Integrates the philosophy, programs, and policies of the Diocese of Portland with the school's development, marketing, and enrollment programming.
- Works in consultative fashion with the principals relating to the operation of the school and fiscally facilitating its programming.

Advancement

- Oversees all areas of development, marketing, and enrollment with clear goals and deliverables for each area.
- Ensures effective communication on behalf of SDA. Promotes the educational vision within the school and broader community through effective communication with the faculty, staff, students, parents, alumni, board, neighboring parishes, and broader regional community.
- Organizes goals and deliverables of the advancement, finance, and facilities departments in consultation with the Diocesan Superintendent of Schools and Board.
- Demonstrates a clear understanding of a comprehensive advancement model, communicates and promotes the model to the SDA Board and constituents, stakeholders, and faculty/staff.
- Hires and evaluates employees of the advancement, finance, and facilities departments in consultation with the Diocesan Superintendent of Schools.
- Represents the school at special events both within and outside the immediate school community.
- Ensures the solicitation of key financial contributors.
- Directs development activities which includes endowment, annual, and capital giving to meet the present and future needs of the school. Oversees the cultivation of potential donors as well as the solicitation of grants and donations, unrestricted and restricted, from foundations, trusts, organizations, and individuals.
- Advances the mission of SDA with the majority of his/her time focused on generating significant philanthropic support and reaching optimal enrollment.

Stewardship – Finance and Facilities

- Oversees the stewardship of the school's finance, facilities, and non-academic personnel.
- Develops and implements the annual budget and periodic reports with collaboration through the Board's Finance Committee.
- Ensures the fiscal viability of SDA.
- Approves the total amount of budgeted financial aid.
- Develops and executes business contracts with third parties on behalf of SDA.
- Approves expenditures and purchases.
- Oversees the system-wide facilities needs of the school, ensuring short-term and long-term management and viability.
- Directs all strategic planning initiatives pertaining to overall physical plant operation of the school, as well as finances associated with campus and facility development and/or utilization.
- Approves the general maintenance and long-term security of property including all major improvements to the campuses and facilities.
- Ensures the proper reports, inspections, and coordination with outside agencies are in place to allow the day to day functioning of the school.
- The President reports to the Superintendent of Maine Catholic Schools and the Saint Dominic Academy Board of Directors.



FAST FACTS



100%

College Acceptance
Rate



9

Advanced Placement
Courses Offered



60%

Of Families Receive
Financial Aid



\$700K

Financial Aid Awarded
to SDA Families

College Acceptances

A sample list covering the past few years

American University, Washington DC
American Academy of Dramatic Arts, NY
Anna Maria College, MA
Assumption College, MA
Babson College, MA
Bates College, ME
Boston College, MA
Bowdoin College, ME
Brown University, RI
Bryn Mawr College, PA
Carnegie Mellon University, PA
Catholic University of America, Washington DC
Clark University, MA
Colby College, ME
Colby-Sawyer College, NH
College of William and Mary, VA
Cornell University, NY
Culinary Institute of America, NY
Dartmouth College, NH
Dickinson College, PA
Duke University, NC
Emerson College, MA
Emory University, GA
Fairfield University, CT
Fordham University, NY
Franklin & Marshall College, PA
Georgetown University, Washington DC
Hawaii Pacific University, HI
Hobart and William Smith Colleges, NY
Loyola College, MD
Maine Maritime Academy, ME
Marquette University, WI
Massachusetts College of Pharmacy & Health Sciences, MA
Massachusetts Institute of Technology, MA
McGill University, Canada
Middlebury College, VT
Muhlenberg College, PA

Opportunities and Challenges

The dynamic leader selected to fill the role of President will enjoy the opportunity to help shape the strategic vision of this tradition-rich community and lead it into its exciting future. Built upon its strong underlying foundation of tradition, pride, and excellence, SDA's reputation for academics and athletics in Androscoggin County is a hallmark of its long-standing success. The successful candidate will demonstrate a comfort and capacity addressing issues facing Catholic schools across the country – specifically in mission-critical areas related to enrollment management, advancement, business, and finance initiatives. Therefore, the creation and implementation of robust Advancement, Enrollment Management, and Marketing Plans will be instrumental in positioning SDA as a strong and viable school community well into the future.

This transition will involve redefining the roles and responsibilities of the administrative leadership team including the advancement, enrollment management, and marketing team members. Additionally, the President will work with Principals to lead a team of SDA educators in the NEASC accreditation process of self-reflection, peer review, and finally, implementing short-and-long term plans for improvement and growth. This distinguished school community is well positioned in the region and is supported by passionate and dedicated alumni, as well as local business and civic community stakeholders.

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.
- Approved by the Diocesan Superintendent of Maine Catholic Schools with recommendation from the Board.
- Committed to Catholic Education and the core values of SDA.
- Master's degree in business or educational administration, preferred and/or proven experience in executive management.
- Working knowledge or willingness to learn of current Church structure and procedures related to Catholic schools.
- 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.
- Visionary leader with demonstrated success in addressing immediate needs and long-term goals.
- Executive presence that inspires confidence, passion and persistence amongst all stakeholders in an ambitious and results-oriented period of cultural change and institution-building.
- Proven capacity in leading mission-critical functions of institutional growth and development, high-level fundraising and philanthropic efforts, and budget and financial management.
- Inspirational, humble, and authentic mentor who instills leadership in others.
- Must be able to establish immediate rapport and trust with learning, parent, alumni, parish, and philanthropic communities.
- Skilled at identifying, attracting, developing, and retaining high-quality 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.
- Certified or certifiable in administration by the State of Maine preferred.



About the Area

The twin cities of Lewiston and Auburn, or “L/A” as it is called by the locals, are north of Portland, Maine in the Maine lakes and mountains region. The twin cities have a long history of French-Canadian immigration and still retain a very large percentage of citizens who identify as so.

Auburn offers an abundance of recreational activities, numerous parks and trails, as well as various cultural opportunities. The city of 23,000 boasts a broad assortment of restaurants, shopping opportunities, public, and private school system options, as well as stable neighborhoods and proud citizens who truly care about their community. Incorporated in 1869, Auburn has planned numerous events as it celebrates its 150th year in 2019.

Lewiston, at 35,000 is the second largest city in the state and lies across the Androscoggin River from its twin city, Auburn. Once a large textile center, Lewiston and Auburn are currently reinventing themselves as a manufacturing and service center with high-tech businesses. Lewiston is home to one of the “Little Ivies” – Bates College.

Application Procedure

All applications will be treated with the highest degree of confidentiality and with the greatest respect. To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Al Catelli. Please include Saint Dominic Academy in subject field.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational philosophy.
- List of five references including names, relationship, phone numbers and email addresses. No references will be contacted without your knowledge and approval.



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College Acceptances

CONTINUED

New York University, NY
 Northeastern University, MA
 Northwestern University, IL
 Norwich University, VT
 Oberlin College, OH
 Pepperdine University, CA
 Princeton University, NJ
 Providence College, RI
 Rensselaer Polytechnic Institute, NY
 Roanoke College, VA
 Roger Williams University, RI
 Salve Regina University, RI
 Simmons College, MA
 Skidmore College, NY
 Smith College, MA
 St. Anselm's College, NH
 St. Joseph's College, ME
 Stonehill College, MA
 Swarthmore College, PA
 Syracuse University, NY
 Trinity College, CT
 Tufts University, MA
 Tulane University, LA
 University of California, CA
 University of Chicago, IL
 University of Maine, ME
 University of Massachusetts, MA
 University of Notre Dame, IN
 University of New England, ME
 University of Prince Edward Island, Canada
 University of Southern Maine, ME
 Vassar College, NY
 Villanova University, PA
 Wake Forest University, NC
 Washington and Lee University, VA
 Wellesley College, MA
 Wheaton College, IL
 Williams College, MA
 Worcester Polytechnic Institute, MA
 Yale University, CT



**SCHOOL LEADERSHIP
SEARCH SOLUTIONS**

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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