

POSITION POSTING: PRESIDENT

ST. JOHN'S PREPARATORY HIGH SCHOOL
21-21 Crescent Street
Astoria, NY 11105

Start Date: July 1, 2019

Mission Statement:

St. John's Preparatory School, a college preparatory co-educational high school, is dedicated to promoting academic excellence and to instilling the principles and values of the Catholic Faith in a positive, nurturing environment.

Inspired by its Vincentian tradition, St. John's Prep is built upon the profound respect for every individual. Students' character formation is nurtured through a vigorous academic curriculum, an engaging religious program, enriching service experiences and extensive extracurricular opportunities. St. John's Prep prepares students to be successful in meeting the challenges of the 21st century and in creating a world in which all "have life more abundantly."

POSITION:

The President will be appointed by the St. John's Preparatory Board of Trustees and will serve as the Chief Executive Officer of the school. The President reports to the Board of Trustees. The President has both the authority and responsibility to ensure the following:

Leadership of the Community

- Provides visible, personal, spiritual leadership to the community on issues relating to the mission of the schools, philosophy and goals.
- Hires, manages, provides leadership and works closely with the Principal, who is charged with developing the academic and co-curricular program of the school including areas of: admission, academic affairs, ministry, student discipline, retention and non-academic programs.

Policies and Programs

- Approves all school policies and programs consistent with diocesan policies and the mission of the schools as a Christian community and academic center.

Faith Community and Mission Effectiveness

- Provides visible, personal, spiritual leadership to all the community on issues related to the mission and goals of the schools.
- Fosters Catholic identity of the schools and nurtures the charism of the sponsoring entity.

Relationship with the Board of Trustees

- Works in concert with the Board of Trustees to develop policies and goals based upon common and shared understanding of the mission of the school.
- Informs and advises the Board through regular formal reports and works with the Board Chair in developing agenda.

Communication

- Communicates the philosophy and programs of the school to various publics
- Works with parent groups and represents the school at civic, religious and other functions.

Institutional Advancement and Planning

- Directs matters relating to public relations, community affairs, marketing, development, and alumni/alumnae activities
- Works in collaboration with the Advancement Office and the Board of Trustees to raise revenue to ensure the financial sustainability of the school.
- Develops and executes long-range and/or strategic plans consistent with the mission of the school.

Admissions and Enrollment Management

- The President collaborates with the Board of Trustees and school staff in marketing and enrollment initiatives to increase enrollment and retention. The President is responsible for meeting annual enrollment goals.

Business and Financial Management

- Works in conjunction with the Board of Trustees to develop a financial plan.
- Oversees the development of the annual budget and administers through the Business Manager all fiscal affairs of the schools.
- Maintains oversight of financial operations and obligations of the school, working closely with the Assistant Principal of Financial Affairs.

Appointment and Supervision of Personnel

- Conducts the professional evaluation of the principal.
- Appoints the directors of public relations and community affairs, marketing, institutional advancement/development, and alumni/alumnae activities, and finances.
- Conducts the professional evaluation of personnel reporting to the president.

Physical Plant and Facilities

- Ensures the operation and maintenance of school facilities and grounds.
- Oversees projects leading to the renovation and renewal of school facilities and grounds.

QUALIFICATIONS:

- A practicing Catholic with an understanding and commitment to the mission of a Catholic High School.
- 10 years or more of approved teaching and/or administrative/supervisory experience.
- New York State Certifications: School Administrative Supervisor (SAS), School District Administrator (SDA), School District Leader (SDL).
- Demonstrated ability to communicate effectively orally and in writing.
- Demonstrated ability to work effectively with other administrators, faculty, and staff.
- Demonstrated ability to work with student, parents, and community members.
- Interested Candidates should send a Letter of Application and a Curriculum Vitae to the Board's Search Committee e-mail address at searchcmt@stjohnprepschool.org