

**Diocese of Sacramento  
JOB DESCRIPTION**

<b>SCHOOL: St Patrick-St. Vincent High School</b>	<b>POSITION: Head of School</b>
<b>CATEGORY: Exempt</b>	<b>POSITION STATUS: Full Time</b>

**SUPERVISOR:** The Board of Trustees, serving the Bishop in trust.

**THE SCHOOL AND ITS MISSION:**

St. Patrick - St. Vincent Catholic High School is a co-educational Diocesan high school. Founded in 1870, St. Patrick - St. Vincent enjoys a strong reputation in the Vallejo community thanks to its legacy of forming Christ-centered and confident servant-leaders. St. Patrick - St. Vincent enjoys a student population of some 550 young men and women, and employs over 75 faculty and staff. As a Diocesan institution, St. Patrick - St. Vincent is accessible to and representative of young women of the Diocese, preparing them for success in life, learning, and leadership.

The school celebrates and honors Jesus Christ, His Church, and its sacraments; supports all types of learners; is known for its excellence in service, academics, athletics, and the arts; and honors the charisms and legacy of its patrons, St. Patrick and St. Vincent, by embodying a joyous faith community.

**JOB SUMMARY:**

The Head of School of St. Patrick - St. Vincent High School is a practicing Catholic of deep faith and strong Catholic values. The Head of School's primary responsibility is to be the spiritual leader of St. Patrick - St. Vincent High School, and to communicate and promote Catholic values throughout the school community, including staff, students, and parents.

The Head of School is appointed by the Bishop of the Diocese of Sacramento and reports directly to the Board of Trustees under the Carver Policy Governance model.

The Head of School is the Chief Executive Officer of the school and, as such, holds full responsibility for all aspects of the school's operation.

The Head of School is directly responsible for all affairs of the school, ensuring sufficient resources, sound fiscal management, and financial stability. The Head of School oversees all departments and operations including the daily operation of the school and

the teaching-learning environment, to ensure a common vision for the school and its mission.

The Head of School promotes the good reputation and values of the school in acting as the primary liaison between the school, the Board of Trustees, and the Diocese of Sacramento. Working collaboratively with the school leadership, the School Chaplain, and administrative staff, the Head of School ensures that Catholic values permeate the entire curriculum. These Catholic values emphasize the dignity of all students and the sanctity of life and provide a spiritual basis for all relationships and decision-making. The Head of School serves as the community's chief witness to servant-leadership, both in deed and in word.

## **ESSENTIAL FUNCTIONS:**

### **Accountability**

- Accountable to the Bishop through the Board of Trustees.
- Advances the ends of the school and honors the limitations as established by the Board of Trustees under the governance model.
- Submits monitoring reports for Board review according to a regular reporting calendar.

### **Responsibilities**

#### **Faith Community Affairs:**

- To ensure that all programs and activities reflect the Catholic mission of the school.
- To foster a joyous faith community.
- To ensure the overall maintenance and enhancement of the school's Catholic identity.
- To communicate to the community the distinct role of the Catholic school in promoting the Gospel of Jesus in word and action.
- To promote the mission of St. Patrick - St. Vincent High School to all constituents: parents, students, faculty, staff, alumni, and community.
- To collaborate in developing Campus Ministry programs and retreats to advance the spiritual life of the students.
- To foster a culture of commitment to service to others and observance of the faith in the school, parish, and family.

#### **General:**

- To provide general oversight for the overall operations of the school, including academics, school finances, advancement and fund-raising, promotions, public relations, alumnae relations, and the care and maintenance of the school's physical facilities.
- To ensure the implementation of the philosophy and mission of the school.

- To ensure the selection of personnel who are committed to promoting the values and mission of the school.
- To support and direct the faculty and staff in providing a program which meets Diocesan and secular standards for operation and accreditation of Catholic Secondary Schools.
- To ensure that diocesan policies are followed by the school.
- To collaborate with the school leadership in the admissions process.
- To serve as the chief representative of the school in dealing with the educational, civic, and diocesan communities.

### **Business Affairs:**

- To provide oversight for school finances and school property.
- To oversee all financial planning for the school and present the annual operational budget to the Board of Trustees for approval, and then monitor its implementation.
- To coordinate the annual budget development with the Director of Finance and Business Operations, and the department heads.
- To ensure that all policies are promulgated and implemented concerning business affairs.
- To handle all legal affairs for the school in conjunction with the Diocese of Sacramento.
- To communicate and collaborate with the Diocesan finance office.
- To direct the financial aid program.

### **Institutional Advancement:**

- To ensure appropriate communication with Catholic elementary schools and parishes.
- To provide leadership for long-range planning and setting of development plan that reflects the mission of the school.
- To implement a comprehensive development plan in collaboration with stakeholders.
- To oversee the student recruitment and retention effort of the school.
- To build and maintain positive relationships among the internal and external constituencies comprising the school community.
- To assist with marketing, recruitment, and admissions programs.
- To serve as the chief spokesperson and public relations officer for the school and ensure appropriate communication with various publics.
- To participate in the cultivation of major donors and solicitation of major gifts for the school.
- To review and approve all fund-raising and development initiatives and activities.

### **Academic and Student Affairs:**

- To assist the various administrators in the overall management of the school.

- To participate in the hiring and dismissing of all members of the faculty and staff, ensuring that those employed espouse the Catholic mission of the school.
- With the school leadership, ensures the overall quality of the academic programs.
- To ensure that policies are promulgated and implemented concerning academic affairs.

**MINIMUM QUALIFICATIONS:**

**Education:** At a minimum, an undergraduate degree is required; graduate degree preferred.

**Experience:** It is important for the Head of School to have a solid understanding of the world of secondary education, including work experience in an educational environment. The Head of School’s experience demonstrates a commitment to the Catholic Faith, a capacity for articulating a Catholic educational mission and vision, and a commitment to continued professional growth and development.

While the Head of School must have a demonstrated capacity for broad institutional leadership, it is entirely possible that the prospective Head of School could have attained this experience through a variety of different career paths, including K-12 education, higher education, non-profit management, or in the corporate or public sector. No matter the career path, the Head of School must demonstrate a strong record of achievement in leadership, with significant experience leading a team of professionals, and show achievement in revenue generation and institutional advancement.

**Salary:** Salary range \$120,000-\$140,000 based on experience and education.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE