

POSITION SUMMARY

PRESIDENT OF SACRED HEART-GRIFFIN HIGH SCHOOL

The President is the Chief Executive Officer of the school reporting to the Board of Directors and the Member Board. The President promotes a philosophy of education that is distinctly Catholic and uniquely Dominican by embracing and upholding the Dominican Pillars of prayer, study, community, and preaching.

The President has the authority and responsibility for all the affairs and operations of Sacred Heart-Griffin High School (SHG).

The Member Board, in collaboration with the Governing Board, hires the President who is responsible to both the Governing Board and the Member Board.

The Principal, Director of Advancement, and Business Manager all report directly to the President.

The President is directly responsible for promoting academic excellence, initiating long-range Planning, leadership succession, and maintaining fiscal responsibility with an emphasis on ensuring the strength of Sacred Heart-Griffin to fulfill its mission.

MISSION OF SACRED HEART-GRIFFIN HIGH SCHOOL

Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service, and community.

FAITH DEVELOPMENT

- Ensures the Dominican Catholic Identity of the school
- Participates in public worship opportunities
- Collaborates with the Dominican Sisters in fulfillment of the Mission Guidelines particularly care of creation and dismantling racism.
- Promotes and lives Gospel values

LEADERSHIP, MANAGEMENT AND COMMUNICATION

- Ensures the effective overall operation of SHG
- Provides leadership in developing and implementing the strategic plan for SHG
- Provides a clearly defined strategy for meeting the requirements of the long-range strategic plan
- Provides guidance and direction to the Principal, Director of Advancement, and Business Manager
- Initiates and conducts evaluation of the Principal, Director of Advancement, and Business Manager on a yearly basis
- Ensures an effective system of staff selection with clearly defined roles and responsibilities for employees
- Works with the Executive Committee and Governing Board to provide a clearly defined organizational chart with ensures positions, roles, and responsibilities are clearly defined

- Receives minutes of in-school meetings as well as all official school correspondence and acts upon them as required
- Participates when appropriate in meetings of the educational administration, Advancement Office, Business Office, and any other meetings as needed
- Delegates authority to appropriate persons
- Informs the SHG community of information and developments in a timely manner
- Encourages suggestions and listens to diverse opinions
- Follows through on decisions and accepts responsibility for them
- Promotes leadership development across the organization
- Develops succession plans for key positions
- Collaborates effectively with our Catholic grade schools and Diocesan office
- Mediates conflict sensitively and fairly
- Is consistent and fair in dealing with others
- Respects confidentiality
- Responds maturely and responsibly to crises

ACADEMICS

- Works in partnership with the principal to promote the mission of SHG
- Oversees development of academic and extracurricular programs to attract and retain qualified students
- Attends faculty meetings as needed

ADVANCEMENT

- Works with the Office for Advancement in collaboration with the Director of Advancement
- Works with the Director of Advancement to maintain and expands the donor network
- Works with the Director of Advancement to increase the Annual Fund
- Spends significant time building relationships with key stakeholders, business and civic organizations
- Oversees capital campaign preparation, execution, and follow-up procedures
- Participates in special fundraising events and donor recognition activities
- Seeks out new sources for funding

FINANCES

- Works with the Business Manager to ensure the fiscal stability of SHG
- Works with the Business Manager and the Finance Committee to develop the annual operating budget of SHG to be presented to the Governing Board for approval
- Establishes and ensures sound management of scholarship and endowment funds
- Works with the Business Manager and Finance Committee to prepare salaries, benefits, and tuition costs, to be presented to the Governing Board for approval

FACILITIES MANAGEMENT

- Plans for maintenance and growth of the physical plant in accord with the demands of school programs and the strategic long-range plan
- Oversees the procedures regarding acceptable use of the buildings and grounds by outside groups

RECRUITMENT AND ADMISSIONS

- Oversees interactions and relationships with our Catholic grade schools in cooperation with the Director of Enrollment and the Marketing and Enrollment Committee
- Oversees development and production of recruitment and marketing materials

MARKETING

- Acts as spokesperson of SHG to proclaim its mission; develops alumni and community relations
- Represents SHG at civic, religious, and other public events to provide a positive image of the school's programs and projects
- Joins and participates in key community organizations
- Ensures any information provided to the public (press releases, newsletter, web site, etc.) is accurate, uniform, and consistent with the mission and values of SHG
- Oversees interactions and relationships with Catholic grade schools in concert with the Principal and Director of Advancement

BOARD OF DIRECTORS AND MEMBER BOARD

- Works with the Board of Directors to promote and safeguard the Mission and welfare of SHG
- Provides in-service to the Board of Directors regarding the Catholic and Dominican mission of Sacred Heart-Griffin
- Works with the Board of Directors chairperson to set the agenda for meetings
- Attends all Board of Directors meetings and arranges for the annual Collaborative Board meeting