



ARCHDIOCESE of OMAHA

JOB DESCRIPTION

POSITION TITLE: Cedar Catholic High School of Hartington, NE: President
REPORTS TO: Archbishop & Superintendent of Schools
EFFECTIVE DATE: TBD
POSITION STATUS: Exempt: Full-Time

POSITION SUMMARY:

The President of an Archdiocese of Omaha School articulates the mission and vision of the school and assumes total responsibility for its external and internal operation. As the Chief Executive Officer, the individual is accountable to the Archbishop of Omaha and the Superintendent of Schools, as well as the Board of Directors and other advisory entities.

The President serves as the primary spiritual leader of the school and communicates and promotes Catholic values in all aspects and functions of the position. He/She is responsible for creating and promoting a strategic vision for the institution, seeking sufficient financial resources for the school, and maintaining sound fiscal management of all business operations. Comprehensive attention is afforded to development efforts with current families, alumni, friends of the school, and community and corporate partners.

In collaboration with the principal, who has primary responsibility for the daily operation of the school, the President ensures, through proper delegation and oversight, that all academic, spiritual, social, extracurricular activities, recruitment and promotion efforts, and other internal operations are successfully achieved.

The President maintains a positive attitude and respects the dignity of each person and is committed to resolving conflicts and difficulties, applying appropriate problem solving strategies. He/She maintains a strong working relationship with all stakeholders based upon mutual respect. The President promotes the overall reputation and values of the school, serving as the primary liaison between the school, the Board, and the Archdiocese. The President serves as an ex-officio member of the school board, any and all school councils, sub committees, clubs, and/or committees.

The President of Cedar Catholic High School has an added and unique responsibility in that he/she also oversees the Development efforts that directly affect the two Elementary Feeder Schools: East and West Elementary and Holy Trinity Elementary. The role of the President is that of a unifier and strengthener of the bonds that bind Cedar County Catholic Schools.

MAJOR DUTIES AND RESPONSIBILITIES:

Faith Community

- Assumes the role of spiritual guide and establishes the vision for the day to day operations of the school, infusing it with Christian hope and fidelity to Gospel values.
- Seeks to ensure that all stakeholders know, understand, and live the Catholic mission of the school.
- Assures promotion of Christian values and orchestrates varied opportunities to engage students, faculty, and staff in faith development experiences.
- Collaborates with principal and staff to develop Campus Ministry programs and retreats which align with the mission of the school.
- Clearly articulates to the community at large how Catholic education promotes the Gospel messages and encourages students to live as Jesus did.
- Preserves at all times the authentic Catholic identity of the school.

Development/Fundraising

- Hires the Director of Development and uses the Board Development Committee to assist in the search process.
- Supervises and evaluates the efforts of the development officers and ensures all development outreach efforts align with the school's mission, strategic plan, board, and archdiocesan expectations.
- Frequently fosters relationships with varied stakeholders (alumni, current parents, friends of the school, parents of alumni, community leaders, corporate supporters, area pastors, etc.)
 - Annually identifies, with assistance from Board and archdiocesan resources, top donor prospects. Seeks to meet regularly with such donors to strengthen the relationship with the school. Maintains/Nurtures existing relationships previously established.
- Attends fundraising events of the elementary feeder schools as well as other local fundraising events. Time permitting, seek involvement in local civic organizations ie. (Chamber of Commerce)
- Regularly reviews print media (Midlands Business Journal, Omaha World Herald, etc.) to track career accomplishments of parents, donors, alumni, friends of the school, etc.
 - Reach out to said stakeholders to offer congratulations from the school (to further bolster the school's outreach and networking)
- Ensures the presence of a Development Sub-Committee of the Board. Meets at least three times a year with the committee to discuss general vision for the school's development efforts, potential new donors, and other applicable outreach efforts. Ensures the Development Committee reports semi-regularly to the Board of Directors regarding development efforts at the school.
- Supervises all fundraising events including the annual appeal, auctions, golf tournaments, etc. Annually reviews such events with the Development Committee to discuss opportunities for improvement and growth.

Business Operation

- Provides proper oversight of all business and financial operations of the school.
- Ensures sound fiscal management of all resources as well as oversight of any and all needs of the physical property.
- In collaboration with the appropriate business office staff and Board of Directors, annually develops a fiscally sound budget.
 - Oversees the proper implementation of the budget during the course of the fiscal year.
 - Submits a Board approved budget to the Archdiocese of Omaha on an annual basis.
- Respond to all legal requirements of the school.
- Direct the financial aid program unless such responsibility is delegated to appropriate staff.
- Assists as necessary with annual audit practices.
- Directs and ensures compliance with city, county, and state guidelines to meet fire, health, safety and security requirements.
- Through an annual report, thus offering transparency regarding the business operation of the school, shares a summary of the fiscal status of the school. Guidance on annual report data should be sought from the archdiocese and the school's audit firm.

Strategic Planning

- Ensures the school has a viable and well-designed strategic plan which offers a 3-5 year vision for the school. A thorough analysis of all internal and external opportunities and challenges has been incorporated into the process.
 - Templates for strategic planning discussion, design, implementation, and assessment are available through the Catholic School Office
- Shares the vision of the strategic plan with all stakeholders.
- Delegates action items within the strategic plan to appropriate employees and committees within the school.
- Ensures regular updates to all stakeholders on progress and success in implementing the strategic plan.

Board Relations

- Establishes a strong working relationship with the Board of Directors.
- The President works with the Board to fulfill the school's mission and helps the Board formulate strategic planning goals.
- Works closely with the Board on developing appropriate school policies and recommendations for programmatic enhancement.
- In collaboration with the Board, develops and implements the strategic plan and provides regular updates on the progress implementing the plan.
- Ensures proper implementation of all current Board policies.
- Provides leadership and guidance for the implementation of policies established by the Archdiocese of Omaha and/or the Catholic Schools Office.
- Attends all Board of Director and Board Sub-Committee meetings.
 - Ensures agendas and minutes are properly recorded.
- Assists the current Board of Directors with the identification, cultivation, and proper training of new Board members.
- Serves as a liaison between the Board of Directors and the greater school community.
- Keeps Board of Directors informed of happenings within the school community.

Daily Operations

- Hires the Principal of Cedar Catholic High School and uses members of the Cedar Catholic High School Board of Directors to assist in the search.
- Supervises and evaluates the Principal and all his/her extra duties. Assures there is good communication between the Principal and various constituents.
- Recognizes that the principal is responsible for daily operation of the school and ensures that said individual has the support necessary to be successful in his/her role.
 - Assists, as necessary, with the faculty/staff hiring and contract renewal and non-renewal needs of the school.
 - Ensures the overall quality of the academic, extracurricular, and personal/social/spiritual programs of the school by properly delegating these responsibilities to the appropriate personnel. The President balances involvement and oversight while not micromanaging these responsibilities.
 - In collaboration with appropriate personnel, and as necessary, assists in the recruitment and retention of students.
 - As needed, assists the principal in the design of professional development opportunities for faculty and staff.
- In order to provide a shield from the perception of unfairness, as the direct supervisor of the Cedar Catholic Principal, the President would manage discipline issues for the children of the Principal and vice versa.
- Serves as the final in-house appeal on all personnel and student matters.
- The essential role of the President to the overall mission of the school means that it would be rare occasion for the President to have extra duties. (example: A coach).

Communication/Community Awareness

- Is regularly visible to all stakeholders in the community.
 - Attends school sponsored events and activities
- Properly and as often as necessary communicates school happenings, successes, business matters, etc. to stakeholders via any and all modes of communication.
- Ensures the school community properly utilizes social media in its communication and recruitment efforts.
- Maintains regular communication with major feeder schools and corresponding pastors.
- Keeps the Catholic School Office and appropriate Archdiocesan offices aware of pertinent school happenings/issues.
- Through all prior job responsibilities, the President ensures that the overall mission and vision of the school is clearly defined and communicated to both internal and external stakeholders as well as the community at large.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The requirements below are representative of the knowledge, skill, and ability required.

- Active practicing Roman Catholic in full communion with the Church.
- Strong professional with a Christ-centered approach towards all people.
- Demonstrated experience working with and understanding the needs of students.
- Committed to Catholic, co-education.
- Proven, effective communication skills, understanding the diplomacy required to work with a varied constituent group.
- Exceptional organizational and strategic thinking skills.
- Demonstrated self-starter with experience to work independently, set schedules, prioritizes tasks, and work with others in a team setting.
- Demonstrated experience in creating a vision and leading other toward that vision for the total evangelization mission of the Church.
- Excellent relationship skills to represent the Archdiocese locally, regionally and nationally.
- Life Long learner, continued evidence of continuing formation.
- Demonstrated leadership skills including: building relationships, conflict resolution, coaching, delivering feedback, hold others accountable, empowering and motivating others and other general management, supervision and skills.
- Strong Computer Skills.
- Willingness and ability to work evenings and weekends.