

President Position Description Rochester Catholic Schools

Rochester Catholic Schools Description

The Rochester Catholic Schools (RCS) is a unified Catholic school system in Rochester, Minnesota, in the Diocese of Winona-Rochester. The RCS began in 1877 as the Academy of Our Lady of Lourdes. Today, it has grown to include the Nest Early Preschool Academy, Holy Spirit Catholic School, Saint Francis of Assisi School, Saint Pius X School, Co-Cathedral of Saint John the Evangelist Middle School, and Lourdes High School. The system enrolls students from preschool through grade 12. RCS focuses on developing whole child excellence and Christ-centered character in a devoted community.

Mission

Rochester Catholic Schools (RCS) develops the spiritual, social, emotional and academic growth of young people. RCS partners with parents and the Catholic faith community to nurture the development of a Christ-centered learning environment that fosters a culture of excellence where students grow in wisdom, courage and character.

The Position of the President

As the chief executive of RCS, the President works with the Board of Trustees to define and implement the vision, mission, and strategic plan for the system. As the chief financial officer, the President's highest priority is to successfully implement the school's strategic plan through sound fiscal management of the school and guiding the Development program to achieve the plan's goals and objectives. The President must maintain and nurture the Catholic identity of RCS, while appreciating and including other faith traditions. The President partners with the Director of Academics to advance the academic excellence, Catholic identity, continuous improvement, and operational effectiveness of the schools. The President must have the ability to establish and manage a performance- driven culture in which the President holds management, volunteers, and others accountable for executing tasks and in which the President is held accountable. The President is the primary institutional spokesperson for the system. The President is hired by and reports to the Rochester Catholic Schools Board of Trustees.

Governance and Operations

The Board of Trustees of RCS articulates the vision, mission, and overall strategic plan for the RCS system. The Board is comprised of thirteen members: six pastors, six lay members, and the Bishop of the Diocese of Winona-Rochester. The Bishop serves as the President of the Board of Trustees and affirms the trustee membership. One priest and lay member serve as Board Co-Chairs. The RCS President reports directly to the Board and serves as ex-officio, non-voting member of the Board.

The overall structure of RCS includes two arms: Academic Administration and Central Office. Academic Administration includes all academic staff lead by the principals of each building. One principal also serves as the Director of Academics, representing them in all academic matters. The President works directly with Director of Academics to implement the academic mission of the system. The Central Office includes offices for development, marketing and communications, admissions, business operations, human resources, and technology. The President is directly responsible for the management of the Central Office.

Specific governance responsibilities of the President include:

- Serves as ex-officio, non-voting member of the Board of Trustees

- Act as an advisor to the Board including bringing to the attention of the Board such matters and data as are appropriate to keep the Board fully informed to meet its responsibilities
 - This includes annual budget, tuition, enrollment and fundraising recommendations, long-term planning needs, suggestions for board policy development as well as strategies for institutional betterment
- Assists the Board of Trustees in the development of strategic goals and basic objectives, recommending changes and improvements to ensure the long-range viability of RCS
- Works with the Board of Trustees to carry out established school policies and to make recommendations for changes or additions to current school policies
- Keeps the Board of Trustees informed of important developments, counsels with the Board of Trustees on major school matters, and attends and reports at regularly scheduled Board of Trustee meetings
- Participates on the committees of the Board
- Delegates responsibility, provides effective and appropriate supervision and evaluation of direct reports, and exercise the leadership to advance the mission and vision of the RCS
- Manages all operations the Central Office
- Partners with the RCS Director of Academics as the leader of Academic Administration
- Represents RCS in its relationship with state and federal agencies including local, state, regional and national educational organizations and accrediting agencies
- Represents RCS to all of its constituents including parents, alumni, faculty and staff, Catholic parishes, and the community
- Ensures RCS conducts its affairs in a manner congruent with its bylaws and state and federal statutes

Responsibilities

Catholic identity

The President will articulate and implement the religious vision of the RCS.

- Foster a Christ-centered community, in which all members are known, loved, and served
- Ensure our Catholic identity is prioritized
- Act as the school's liaison with the Diocese of Winona-Rochester, as well as the with the parishes in Rochester

Academic excellence

The President, in collaboration with the Director of Academics of Academic Administration, is responsible for achieving and maintaining academic excellence for the system.

Specific responsibilities:

- Retain and attract high quality faculty and staff critical to creating an environment of academic excellence
- Recruit, train, nurture, empower and retain faculty and staff who meet and exceed diocesan requirements for academic and religious formation, and demonstrate continuous and improved knowledge and skills necessary for effective instruction and modeling of Gospel values
- Develop a highly competitive and market setting compensation packages; develop partnerships with Catholic higher education and teacher leadership preparation programs to create a pipeline for future employment; and promote a culture that supports the professional, spiritual and personal growth of its employees
- Build a rigorous curriculum aligned with relevant standards, and Gospel values and teachings, implemented through effective instruction, intended to provide our students with a 21st century skillset
- Utilize recognized assessment methods to document student achievement and review curriculum and instructional practices to pursue continuous improvement

Mission achieving financial performance

The President is the chief financial officer and is responsible for the system's financial viability. His/her principal responsibilities are in the areas of financial management, advancement, student recruitment, and personnel and facilities management.

Financial Management

- Oversee, with the assistance of the accounting resources, the business operations and school finances
- Develop and submit a balanced annual operating budget for Board approval through the Finance Committee and the accounting resources
- Identify and grow diversified revenue streams
- Provide oversight for business operations and ensure annual audit
- Spearhead the work of the Finance Committee
- Develop budget and approve expenditures
- Oversee Tuition Assistance process and review/ approve appeals
- Supervise admissions, marketing and fundraising efforts
- Execute all contracts and agreements, consistent with the directives of the Board

Development Program

- Increase the participation, engagement, and contributions of benefactors
- Develop and implement a metric driven development program to meet the present and future needs of RCS

Active stakeholder engagement

As chief spokesperson for the RCS, the President will promote the educational vision within the larger Rochester community by communicating the mission of the system to faculty, students, parents, and alumni with a particular focus on student recruitment.

- Foster a true sense of community with all partners in our mission
- Build brand awareness and grow enrollment through multiple channels and forums
- Implement a strong public relations program for the school within the community
- Supervise and develop metrics for the implementation of the school's marketing, public relations, and other policies related to admissions, recruitment, retention and alumni in collaboration with the Board and the Lourdes Foundation

Personnel and facilities management

The President will be primarily responsible for management of RCS personnel and facilities.

- Work to retain and attract the highest quality faculty and staff committed to the mission of Catholic education
- Create expectation of performance reviews for all staff and ensure staff are provided the necessary feedback to enhance their performance
- Supervise and support the Business Office
- Collaborate with Academic Administration to define the teaching and non-teaching positions needed to ensure academic excellence
- Oversee and act on hiring and terminating personnel
- Develop and maintain a program to ensure safety and security of the school facilities to promote safety on our campus and to minimize financial liability or risk
- Develop a program for overseeing the maintenance and development of RCS plant and grounds in collaboration with the Parishes
- Work with human resource partners to maintain job descriptions and comply with all rules and regulations

Evaluation

The President will at minimum be provided a yearly evaluation by the President of the RCS with a report given to the Board by the Board Chairperson. This 360-degree evaluation will be based on the duties and responsibilities listed above. Information for the evaluation will be gathered from the board of trustees, administration, faculty, staff, and families of RCS.

Qualifications and Skills

The President must have a genuine understanding, passion, and commitment to the mission and identity of RCS in the tradition of Catholic education. The President will be a dynamic, creative and visionary, forward-thinking, and innovative leader who fosters learning, growth, and collaboration inside and outside the classroom. Importantly, the President will have business acumen to drive the financial performance of the system. The President must work effectively with Academic Administration and Director of Academics to ensure the academic excellence of the RCS.

Specific traits and characteristics

- High energy executive that demonstrates a bias for action
- Has strong business acumen
- Possesses a genuine affection for the human and Christian education of the young
- Has the ability and willingness to relate to students as well as be visible to and interact with them regularly on campus
- Has an accessible and approachable style, with a willingness to listen and encourage the development of new ideas while also offering creative solutions to a variety of challenges
- Respects the dignity of every person and models the behavior that demonstrates appreciation for all individuals
- Possesses a successful track record of working collaboratively
- Has a proven ability to create an environment where individuals motivate themselves and can develop teams
- Possesses both oral and written presentation skills that inspire confidence with internal and external audiences

Minimum Requirements

- Is a practicing Catholic with a strong commitment to implementing the Catholic mission of the RCS
- Master's degree, preferably in business management or related field required
- Demonstrated capacity for broad institutional leadership (can be obtained through a variety of career paths including: education, non-profit or corporate career tracks)
- Management experience within academics or related industry
- Operational experience must include demonstrated ability to work effectively and collaboratively in an academic environment
- Previous budget management experience required
- Must have demonstrated leadership competencies (e.g. staff and/or change management, addressing complex issues including but not limited to families, as well as staff) and operations
- Strong communications skills required

Submissions and Compensation

The candidate should provide the following information on a confidential basis:

1. A cover letter to describe your interest in and qualifications to be the President of Rochester Catholic Schools

2. A brief (two pages) personal essay about your strategy to achieve educational and administrative philosophy, how your background and leadership would enrich the RCS to meet its strategic plan.
3. A current Resume
4. Salary requirements
5. References

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