

Louisville High School

Job Description

Title:	President
Reports to:	Board of Directors
Department:	Administration
Job Classification:	Exempt, Regular Full-Time

JOB SUMMARY:

Under the direction of the Board of Directors, the President will act as Chief Executive Officer/ General Manager and supervise, direct, and control the activities of Louisville High School with overall responsibility for supervision of the religious, academic, and business affairs of the Louisville High School Non-Profit Corporation (Section 501(c)(3)).

ESSENTIAL FUNCTIONS:

- Ensures the implementation of the philosophy, mission and charism of the Sisters of St. Louis and the Catholic Identity of the School.
- Collaborates with the Principal in exercising a leadership role in ensuring that the mission, vision and philosophy are incorporated into all school planning, programs, policies and activities.
- Works with the Principal, Business Manager, and Finance Committee in overseeing all school finances, financial planning, and budgeting; presents the annual budget to the Board for approval
- Responsible for the overall efforts regarding institutional advancement including public relations, fundraising, alumnae involvement, outreach communications, and admissions through active pursuit and cultivation of relationship with current and future feeder schools.
- Represents the School with regards to public relations and marketing.
- Oversees the management of the School's investments in collaboration with the Business Manager and Finance or Investment Committee of the Board of Directors.
- Responsible for all legal matters affecting the School.
- Oversees the areas of organizational development and strategic and academic planning in collaboration with the principal.
- Responsible for the care of the campus physical facilities and capital improvements; subject to oversight by the Board of Directors executes all contracts and agreements related to building and maintenance.
- Participates in Finance meetings on a regular basis with the School Principal and Finance Committee.
- Collaborates with other Catholic high school presidents on evaluating and applying institutional best practices.

QUALIFICATIONS:

- Active in the Sacramental life of the Catholic Church
- Master's Degree in Education, Business Administration, Organizational Development or related field
- Five years of successful administrative experience in a school, preferably a secondary education
- Strong, inspirational leader capable of working collaboratively with all constituencies to plan, implement and lead change effectively
- Ability to inspire the shared mission of the school and the commitment to Catholic education across all constituencies
- Demonstrated ability to lead advancement and long term financial stability of an institution
- Demonstrated ability as a consensus builder and strategic thinker
- Excellent listening, written and verbal communication and presentation skills
- Ability to work effectively with all stakeholders and the external community
- Passionate and committed to the education of young people and the needs of a diverse school community

If interested in applying, please send resume and cover letter to Angela Cabrera, Board Member, at Presidentsearch@louisvillehs.org.

Additional information about the School and the position are available at www.louisvillehs.org/presidentsearch. Once on this web page, please click on the "President Search Brochure" link in the gold box at the bottom of the page.