



**Title:** President

**Reports To:** Board of Trustees

**FLSA Status:** Exempt-Full Time

**Mission:**

The mission of Bishop Kearney High School | A Golisano Education Partner is to empower young men and women to reach their full potential spiritually, academically, and socially – by providing a college preparatory, values-based Catholic education in a student-centered family atmosphere, in keeping with the tradition of the Christian Brothers and the School Sisters of Notre Dame.

**Vision Statement:**

Bishop Kearney is a vibrant community dedicated to providing an environment in which high academic expectations, spirituality, and a strong sense of Catholic identity enhance the education of the whole person.

**Bishop Kearney Beliefs/Core Values:**

Bishop Kearney is a private, co-educational, Catholic school, sponsored by the Congregation of Christian Brothers. It is staffed by professional educators who are all dedicated to the education of young men and women. The aim of the faculty and staff is to empower our students to reach their full potential spiritually, academically, and socially. We accomplish this by providing a college-preparatory, values-based Catholic education, in a student-centered, family atmosphere. Through our diversity, we embrace and develop the gifts, talents, and uniqueness of each individual, while encouraging self-respect and respect for others. We instill in our students the supreme value, dignity, and sanctity of each human being by embracing the “Essential Elements of a Christian Brothers’ Education.” In this atmosphere, our students can develop into responsible citizens of their communities, as well as young adults of fine Christian character.

**Summary:**

The Office of President has as its primary purpose to provide strategic leadership of the school in order to achieve the fullest attainment of the mission statement of Bishop Kearney High School. The President has the general charge and control of the advancement and long-term financial stability of the institution. The President reports to the Board of Trustees and, brings important matters to the attention of the Board of Trustees as are appropriate to keep the Board fully informed and to meet their responsibilities. The President under the direction of the Board of Trustees works directly with the administration of Academics (Principal), Enrollment, Development, Finance, Athletics and in varying degrees, with other groups within the school community to provide leadership with regarding purposes, values, and goals of the School.



**Duties and Responsibilities** include the following. Other duties may be assigned.

#### **Development Affairs**

- Supervises the work of the Vice President of Development to ensure these offices are meeting their established goals set by the budgeting process and are consistent with the Mission of the School.
- Plans, implements, and supervises the school's fiscal development programs, including endowment and capital funding, to support the sustained growth of the School's resources.
- Serves as chief spokesperson for the school.
- Seeks to enlist the interest of and support from foundations, corporations, benefactors, parents, alumni, and the public at large.
- Approves all programs and campaigns of the Development Office.
- Develops and monitors strategic and long-range planning and development goals.
- Seeks to develop an understanding of the religious, demographic, and socioeconomic composition of the school as it impacts the school and its future.

#### **Enrollment**

- Supervises the work of the Director of Enrollment Office to ensure the office is meeting their established goals set by the budgeting process and is consistent with the Mission of the School.
- Plans, implements, and supervises the school's enrollment programs
- Approves all campaigns of the Enrollment Office.
- Develops and monitors strategic and long-range planning and enrollment goals.

#### **Finance & Human Resources**

- Responsible for the preparation, implementation, and execution of the annual operating budget with input and direction from the VP of Finance and submits it to the Board of Trustees for review. This includes staff salaries, financial aid allocation, enrollment target goals, development target goals and other key measures.
- Responsible for the preparation, implementation, and execution of the capital budget with input and direction from the VP of Finance and submits it to the Board of Trustees for review.
- Reviews and provides input prior to dissemination of all editions of the Faculty/Staff and Student Handbooks.
- Meets regularly with direct reports to ensure goals and objectives are being accomplished.

#### **Board of Trustees**

- Acts as administrative officer of the Board of Directors as ex-officio voting member.
- Presents policy issues and recommendations to the Board of Trustees.
- Ensures the implementation of all Board policies.
- Reports to the Board monthly on all school matters that have emerged since the previous meeting.



### **Faith Community**

- Ensures that the Catholic dimension of the school is developed and promoted among students, faculty, staff, and parents in cooperation with the Board of Directors.
- Articulates the mission of the school to alumni, parents, students, faculty, staff, and the stakeholder community.
- Maintains an understanding of the religious, demographic, and socioeconomic composition of the school as it impacts the school and its future.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proven leadership and management experience
- Strong strategic planning skills
- Entrepreneurial and creative approaches to new and existing projects and programs in secondary education
- Must demonstrate strong listening skills
- Excellent verbal and written communication skills, as well as organizational skills
- Experience in managing an enrollment-based organization
- Commitment to academic excellence
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and at times stressful environment
- Knowledge of residential life programs
- Ability to handle the complex dynamic of the schools day program combined with the residential program
- Experience with successful conflict resolution
- Ability to communicate with diverse populations including urban families, suburban families and rural families with different backgrounds, cultures, religions, and perspectives

### **Education/Experience:**

- Bachelor's degree required
- Master's degree preferred
- 2-4 years related experience

### **Certificates and Licenses:**

- Newly hired employees will have a background check completed
- Required to complete Sexual Harassment Prevention Training, Preventing Child Sexual Abuse Training and Van Safety Training.
- Newly hired employees will be subject to a Motor Vehicle Record check



**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

School/Office/Offsite meetings