

**Head of School, Saint Vincent Academy**  
**Newark, New Jersey**  
**Job Description**

Saint Vincent Academy, founded in 1869 and sponsored by the Sisters of Charity of Saint Elizabeth, is a Catholic, college-preparatory high school for women of diverse backgrounds, many of whom face societal and economic challenges. Located in Newark, New Jersey, the Academy prepares local urban women to be creative participants in society by empowering them with rigorous academic learning and life-enhancing Gospel teachings. This nurturing, disciplined community supports a culture of high expectations, a love for learning and the attainment of the knowledge, skills, values and attitudes that promote personal and professional fulfillment.

The Academy instills in students a confidence in themselves as women, a belief in God's love for them and in the power of community. The Saint Vincent Academy experience inspires students to develop lifelong commitments to Christian service and a capacity for hope, compassionate leadership and the desire to transform the world into a more just and peaceful society. Saint Vincent Academy has an outstanding record of success with its students. 100 percent of the student body graduates with a high school diploma. Generally, nearly 100% enroll in post-secondary education, and students are offered significant scholarships to attend a range of colleges and programs.

After nearly 150 years as a mission of the Sisters of Charity, the Academy recently established itself as an independent nonprofit, governed by a Board of Trustees and Corporate Members. As part of this transition, the Board and Members have created this "Head of School" ("Head") position to serve as day-to-day leader of the School.

**Head of School**

The Head of School embodies the mission of the school and articulates the mission for all aspects of the school's program. In keeping with the school's mission, the Head of School fosters the traditions, philosophy, relationships, and practices that determine the school's climate and culture.

The Head of School is responsible for the overall management of the school, in accordance with the Board's policies. In coordination with the President, the Head of School is the spokesperson for the school with its internal and external constituencies including students, parents, faculty, staff, alumnae, neighbors, the Archdiocese and the business community, governmental agencies, and local, state, regional and national educational organizations and accrediting agencies.

Management of the school is a collaborative process, with the Head acting as “servant leader,” empowering the Student Services director, faculty and staff to partner with the Head in the day to day management of the school. Though much of the actual work is properly delegated, the Head of School has ultimate and overall responsibility for Board relations, curriculum and instruction, student life, business affairs and admissions. Advancement, development, fundraising and income generation will be a shared responsibility with the Academy’s President.

### **Board and Member Relations**

The Head of School advises the Board and Members on matters affecting governance matters just as the Board and Members advise the Head on matters affecting management.

The Head of School will be an ex-officio, non-voting member of the Board of Directors, reporting to the Board and coordinating certain activities with the Academy’s President. Together, the Head of School, President and Board and Members form a partnership in running the school, each in their respective spheres of management and governance.

The Head of School is an ex officio, non-voting, member of the Board and all Board committees. The Head of School:

- Serves as liaison between the Board of Directors, Members and the larger school community.

- Keeps the Board and Members informed of all matters relating to the school through reports at Board and Member meetings and immediate communication following major school events or happenings.
- Jointly with the Board, sets annual goals for his/her performance.
- Works with the Board to formulate policies governing the school and ensures their implementation.
- Makes recommendations to the Board and Members for approval of the operating and capital budgets, including all categories of income and expenditures.
- Seeks direction from the Board and Members on new initiatives.
- Provides data to assist the Board and Members in their work.
- Assists the Board Chair and/or Executive Committee in setting Board and committee meeting agendas and discussion topics.
- Participates in the Board's strategic planning process.
- Sees that Board and Member records and minutes are properly filed, and otherwise assists the Board and Members in their work as asked.
- Provides documentation materials for the Board and Members to use in the Head of School's annual performance evaluation.

### **Curriculum and Instruction**

- Upholds the Mission, values and academic and ethical standards of the school.
- Ensures that all programs and activities reflect the school's Catholic mission, practices and traditions.
- Hires, supervises, evaluates, and dismisses all administrators, faculty, and staff members.
- Fosters professionalism, collegiality, and ethical conduct in the faculty.
- Provides for the professional development of the faculty.
- Stimulates and participates in the dialog about teaching and learning at the school.

- Supervises the selection of curricula, instructional materials, class schedules, assessments, graduation requirements, and all aspects of the school's academic program.
- Leads accreditation processes.
- Coordinates assemblies, special programs and field trips.
- Optimizes the physical learning environment and technology in all instructional areas.
- Constructs the master schedule for the school year

### **Student Life**

With the Student Services Director, the Head of School:

- Organizes student activities and extracurricular opportunities.
  - Provides for character education and ethical teachings in keeping with the mission of the school and its Catholic roots.
  - Promulgates academic policies and practices that support student body success.
  - Promotes a healthy student culture in and out of school.
  - Coordinates the reporting of student progress to parents on a timely and helpful basis. Meets with and engages parents to support student development in and out of school.
  - In coordination with the Director of Student Services, supervises administration of the school's discipline policies and standards of conduct.
  - Supervises the school's support systems, such as counseling, academic support, before- and after-school programs, college or secondary school counseling, health and wellness, etc.
  - Oversees the school safety programs including building security, emergency procedures, transportation regulations, safety drills, etc.
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### **Business, Finance and Plant Operations**

- Understands and supervises the business functions of the school, including budgeting; monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records; handling legal matters; and assisting the school's auditors.
- Creates an appropriate control structure, procedures and practices for financial and administration functions and ensures compliance.
- Supervises all secretarial, clerical and building management staff and activities.
- Oversees all employment and human relations matters, such as contracts, salaries, benefits, job assignments, job orientation, performance evaluation, retentions and dismissals, personnel records, employee handbooks, etc.
- Oversees the maintenance and cleaning of the buildings, grounds, and all plant operations including vehicles, grounds, etc.
- Plans and executes all Board and Member approved major capital purchases, repairs, and building projects.

### **Admissions, Marketing and Financial Aid**

- Supervises and assists the admissions functions of the school, including recruitment programs, internal marketing, external outreach, website development and maintenance, information dissemination, and applicant testing and interviewing.
- Supervises the admissions decision-making process, including administration of the school's financial aid program.

### **Advancement and Fundraising**

Advancement and Fundraising will be the primary purview of the Academy's President and the Academy's Development Director. However, the successful candidate for Head of School should have development experience in order to suggest prospects, share ideas and participate in cultivation activities throughout the year. Duties may also include:

- Collaborating in the planning and optimizing of the school's fundraising strategy and programs such as the annual fund, capital campaigns, planned giving, and major events. Helping to generate new fundraising opportunities.
- Partnering in the Academy's development efforts in identifying, cultivating, thanking and communicating with past and prospective donors.
- Overseeing the school's relations with its alumnae including development and maintenance of the alumnae database, communications programs, and special events.
- Overseeing all volunteer efforts.

### **Qualifications**

Leading a school ingrained in Catholic faith and practices, the Head of School for Saint Vincent Academy should have a background rooted in Catholicism, while accepting and encouraging diversity and inclusiveness in the student body. In addition, the successful candidate will have:

- Minimum of a B.A. degree, with a Master's degree in an education related field preferred.
- Administrative experience in an educational setting with demonstrated leadership qualities;
- Measurable success in fundraising from a variety of donors;
- Experience in working with and inclusion of a widely diverse student population.
- A history of working collaboratively with staff, volunteers and a Board of directors.

Salary competitive and dependent on qualifications, References will be required.

**Send resume to Mary O'Malley**  
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