



## **Diocese of Toledo Central City Ministry of Toledo (CCMT)**

### **HEAD OF SCHOOL**

*Position posted June 11, 2021*

Central City Ministry of Toledo (CCMT), which includes Rosary Cathedral and Queen of Apostles school campuses, is committed to providing affordable, authentic, and an excellent Catholic education to families in the central city neighborhoods of Toledo. The **CCMT Head of School** is a mission-driven, strategic leader who works to achieve these goals as well as set clear expectations in executive management, in teaching and learning goals, in an authentic Catholic culture, in development efforts, and in managing enrollment goals.

#### **Primary duties and responsibilities include:**

##### **Mission and Catholic Identity**

- Articulates and promotes the mission, charism, and Catholic identity of the school and ensures that all programs and activities reflect the Catholic mission of the school.

##### **Instructional Leadership**

- Selects, supervises, evaluates and retains the Principals of Rosary Cathedral and Queen of Apostles Schools, and ensures the overall quality of the academic programs through the Principals.
- Ensures that policies are promulgated and implemented concerning both student affairs and academic affairs, in conjunction with the Principals.

##### **Executive Management**

- Leads a comprehensive plan to promote the school's brand, cultivate relationships with key constituent groups, and solicits gifts that support the school's mission.
- Reviews and approves all fundraising and development/advancement initiatives and activities and participates in the cultivation of major donors and solicitation of major gifts for the school.
- Provides overall leadership for responsible stewardship and appropriate reporting of school finances to the Diocese, Board, and the school's constituents. Oversees the preparation, monitoring and reporting of the annual school budget and manages the day-to-day financial operations of the school.
- Attends advisory board meetings well prepared and provides updates on current educational trends, issues, regulations and other matters pertinent to the mission of the school. Ensures the implementation of strategic plans and other plans as required by the Board, the Diocese and the Ohio Catholic School Accrediting Association.

#### **Candidates for the position must possess:**

- Master's Degree in education administration or equivalent.
- Minimum of five years of experience in administration.
- Ability to obtain an Ohio Department of Education license.
- Must have successful experience in a managerial position, necessitating the supervision of people.
- Must be a practicing Roman Catholic in good standing with the Church who upholds the teaching and traditions of the Catholic Church. Must possess a sound working knowledge of the Catholic faith and promotion of Catholic education.
- Ability to think strategically, anticipates future consequences and trends, and incorporates them into the organizational plan, in collaboration with the school principals, Senior Director of Catholic Education, and advisory board.

Qualified candidates please submit cover letter, resume and salary expectations to: Meghan Reed, Director of Human Resources, [humanresources@toledodiocese.org](mailto:humanresources@toledodiocese.org).