Job description for

Head of Bishop Hoffman Catholic School

The Head of School for Bishop Hoffman Catholic Schools is charged with leading the schools toward the achievement of their goal “To reach and teach the mind, body, heart and soul of each child to bring them closer to God.” This is to be accomplished through leadership in spiritual, executive, development, financial, and managerial areas in cooperation with the BHCS Governing Board and Parish Priests. These responsibilities include but are not limited to short-term and long-range planning, public relations, staff oversight, fundraising, facilities maintenance and relations and communication within the BHCS family and in the greater Fremont/Sandusky County community.

Qualifications

1. A practicing Catholic.
2. Master’s Degree in Business, Finance, or Educational Leadership is preferred.
3. Previous administrative experience preferred.
4. Experience in financial management, development, and institutional advancement.
5. Possesses ability to generate financial resources and supportive relationships.
6. Is successful in planning, marketing and public relations.
7. Documentation of a clear BCI/FBI report.
8. Alternatives to the above qualifications as the governing board deems acceptable
9. Possesses strong leadership, vision and managerial qualities.

Responsibilities

Catholic Identity

1. Dedicated to the ministry of Catholic education.
2. Models Gospel values through participation in major religious experiences and shares with the administrative team the ongoing spiritual direction for the system.
3. Fulfills the mission of the Church to teach the religious and moral doctrine of the Church, ensuring that Catholic identity is included in school activities.
4. Ensures that knowledgeable persons are secured and evaluated to the proper teaching of the faith in the church’s mission of Catholic education across all disciplines.
5. Works with Priests and appropriate staff on spiritual leadership, Catholic identity, and related activities.
6. Fosters the involvement of the BHCS faculty, staff, students, and families in the life of their parishes.

**Administrative/Leadership**

1. Demonstrates ability to organize and compile data for various diocesan, state and federal reports.
2. Works effectively with others, communicating ideas and directives clearly and effectively both orally and in writing.
3. Has active listening skills
4. Demonstrates organizational and problem-solving skills.
5. Has ability to organize and oversee major fundraising efforts.
6. Demonstrates excellent oral and written communication skills, including public speaking skills.
7. Is a strong and inspirational leader, partnering with the governing board, priests, staff, parents and others in the BHCS family.
8. Upholds the academic and ethical standards of the school.
9. Contributes to the building of a positive morale among faculty, staff and students.
10. Fosters professionalism, collegiality, and ethical conduct in the faculty
11. Provides for the professional development of the faculty.
12. Creates and supports a healthy environment of accountability at all levels.
13. Stimulates and participates in the dialog about teaching and learning at school.
14. Supervises the schools’ support systems, such as counseling, security and volunteer programs either directly or through designated representatives.
15. Acts as the schools’ liaison with the Diocese of Toledo, area Public School systems, and any appropriate agencies.
16. Is accessible and approachable and encourages new ideas. Communicates regularly with the staffs at both campuses.
17. Respects the dignity of every person and models behavior that demonstrates appreciation for all individuals.
18. Oversees the recruitment and admission process for students.
19. Oversees the hiring and termination of staff and faculty, executing contracts as applicable.
20. Meets regularly with administrative team.
Development, Marketing, and Public relations

1. Creates, supports, and executes a comprehensive development plan that fosters stewardship and advancement of Bishop Hoffman School.
2. Communicates and collaborates with parish staffs, parents, parishioners, alumni and friends through parish visits, newsletters and other means. Acts as official spokesperson for the schools, especially during a crisis, or delegates this role appropriately.
3. Oversees marketing, public relations and publications to ensure the appropriate communication of the purpose and programs of the system.
4. Attends and supports major fundraising events and helps generate financial resources for the school system and sustain supportive relationships. In this regard, is actively and visibly involved in such events as the annual fund, auction, Hall of Fame banquet, Heritage Awards, Baccalaureate, Graduation, annual awards events and others as appropriate.
5. Actively and effectively promotes the image and reputation of Bishop Hoffman Catholic Schools.
6. Fosters cooperation and communication with local schools, churches and agencies.

Governing board

1. Meets regularly with the governing board; provides monthly accurate program reports to the board and to the bishop as requested; prepares and presents an annual State of the Schools report to the board and the Bishop as requested.
2. Serves as a liaison between employees and the governing board
3. Assesses and evaluates principals and administrators; recommends the hiring and termination of principals and administrators to the board; recommends measures to ensure the school is supplied with an adequate and professional teaching and instructional staff; and any other roles that may be designated by the board as necessary and appropriate.
4. Works directly with the board to ensure implementation of board policies.
5. Works directly with the board in the development of strategic plans and is accountable to the board for the progress of those plans.
6. Keeps the board informed regarding system-related matters, objectives, needs and plans.
7. Is accountable to the board for overall management of the school, which includes personnel, school accreditation, facilities management, capital improvement, and maintenance of facilities and grounds.
8. Works with the board on any legal matters affecting the school and for retaining counsel through the Diocese.

Finances
1. Works closely with the finance committee and business manager in preparing the annual budget to be submitted to the governing board for approval.
2. Works closely with the business manager and other members of the administrative team to ensure the approved budget is enacted.
3. Works with the finance committee and business manager on creating a financial plan for the system’s long-term needs.
4. Plays a key role in major fund-raising efforts, especially representing the school in new outreaches to potential donors and securing new revenue streams.
5. Works closely with the finance committee, business manager and priests to determine financial assistance commitments from the sponsoring parishes on an ongoing basis, forecasting three to five years.