



SOUTHERN TIER  
CATHOLIC SCHOOL



ARCHBISHOP  
WALSH  
ACADEMY

## Job Description

<b><u>POSITION TITLE:</u></b>	School President
<b><u>FLSA STATUS:</u></b>	Exempt
<b><u>WORK HOURS:</u></b>	Full Time
<b><u>REPORTS TO:</u></b>	Board of Trustees
<b><u>LOCATION:</u></b>	Olean, NY

### **Essential Function**

Works in conjunction with and for the Board of Trustees as an ex-officio member of the Board and is chief executive officer (CEO) of all administrative, supervisory, and support staff employees. Spends a significant amount of time planning, problem solving, policy writing, directing subordinates, making complex decisions and interpreting and writing policy; also responsible for hiring, firing, budgets, training and evaluating performance of employees. Also, confers with the Chaplin regarding local and diocesan religious matters. Fulfills diocesan responsibilities defined by the Superintendent of the Department of Catholic Schools of the Diocese of Buffalo.

The President is responsible for and primary contact of information and communication to the public, parents, alumni and benefactors. Must possess the ability to work cooperatively with individuals and groups in the solution of problems and implementation of innovative programs; knowledge of human relations and financial management, and the ability to communicate with alumni, benefactors, community leaders, faculty, staff and administrators; demonstrated leadership abilities and skills in order to organize and maintain successful fundraising initiatives, community events, and other group activities; ability to work collaboratively/democratically without relinquishing the leadership role; overall comfort with computer applications.

### **Principal Activities**

#### ***I. Spiritual Leader***

- A. Assures that the life of the school reflects the Diocesan and school mission statements.
- B. Ensures quality religious education integrating gospel values and Christian ethics into the curriculum, policies, and life of the school.

- C. Builds the Catholicity of the school and promotes the teachings of the Church.
- D. Fosters quality interpersonal relationships in an atmosphere of Christian love within the school community.
- E. Provides opportunities for the school community to celebrate faith.
- F. Encourages and promotes Christian service within and beyond the school and parish community.

**II. *Board of Trustees***

- A. Ex-officio member of the Board of Trustees
- B. Prepares monthly board meeting agenda with Board President.
- C. Maintains continual communication with the Board President.
- D. Responsive to Trustees' inquiries as approved by the Board President
- E. Provides performance evaluation data about administrators, directors, supervisors, faculty and staff to the Board of Trustees.
- F. Appraises the Board of Trustees regarding hiring, extended leaves of absence, suspensions, dismissals of all faculty, and staff.
- G. Serves as a member of relevant school, local, regional and diocesan groups; serves as the agent of communications between Diocese and the Board, the community and the faculty and staff.
- H. Develops and maintains positive communications with the community, faculty, administrators, staff and the Board members.
- I. Operates and ensures that subordinates operate within the letter and intent of legal mandates, Board of Trustees policies, as applicable, and/or the recommendations of the Superintendent of the Diocese of Buffalo

**III. Board of Trustees' Strategic Plan Liaison**

- A. Become intimately familiar with the Board's strategic plan; provide input when requested or when it appears that feedback is needed; ensure all actions are in accordance with the overall strategic plan.
- B. Provide reports and documentation to the Board when requested.

**IV. *Primary Contact of Information and Communication to the Public, Parents, Alumni and Benefactors***

- A. Represents the school at community functions
- B. Cultivates alumni network
- C. Nurtures benefactor recruitment, retention, donations and gifts
- D. Travels throughout country to develop alumni, benefactor and support networks.
- E. Point of contact for local, regional and diocesan outreach and communications

- F. Provides news release information
- G. Supervises use of school website and social media

**V. *Administrative Duties***

- A. Maintains record of Board policies, recommends new policies, revises current policies, recommends policies to be excised as they may become obsolete when new laws and regulations are passed
- B. Responsible for communication, implementation including compliance with standardized hiring processes to include screening, criminal background checks and training.
- C. Demonstrates responsible decision-making skills regarding faculty, staff and student issues on a daily basis.
- D. Meets with supervisory cabinet on a regular basis to coordinate school calendar, discuss school initiatives, review personnel, discuss student recruitment and coordinate benefactor initiatives
- E. Evaluates supervisory employees
- F. Reserves the prerogative to evaluate faculty and staff
- G. Assigns other duties and responsibilities to supervisory employees as needed

**VI. *Budget, Finance and Buildings and Grounds***

- A. Works with Business Manager and Board of Trustees and appropriate Board committees in arranging procedures for accounting operations pertaining to creating and building the budget.
- B. Administers the approved building budget ensuring that expenditures are within the approved budgetary allotments.
- C. Works with administration and faculty in the selection of textbooks, equipment and teaching materials.
- D. Works with groups responsible for and/or organizes, coordinates and implements all student activities and exercises control of funds in accordance with approved accounting procedures.
- E. Coordinates, with the appropriate building administrator, the supervision of all school sponsored activities.
- F. Reviews and authorizes building use requests for all activities, school, community and alumni.
- G. Ensures that building use requests and license applications and fees are submitted to appropriate authorities.
- H. Coordinates supervision and implementation of an Emergency Response Plan, including collaboration with supporting school District, local authorities and Diocesan offices as required.
- I. Approves building maintenance requests for repairs as submitted by the school principal and/or business manager.

**VII. *Other Duties as Assigned by Board of Trustees***

### **VIII. Minimal Job Qualifications**

- A. Master's degree in business administration (MBA), Master's degree in public administration (MPA), Jurisprudence Doctorate (JD) and/or Certified Public Accountant (CPA), or education in related fields
- B. Demonstrated leadership experience in for-profit and/or non-profit businesses and/or organizations with a skill set that includes but is not limited to organizational development, fundraising, marketing and benefactor recruitment and retention
- C. Practical Catholic desired

### **IX. Behavioral Competencies**

- A. Accountability
- B. Excellent Non-Verbal, Verbal and Written Communication Skills
- C. Drives for Results
- D. Action Oriented
- E. Attention to Detail
- F. Creativity / Innovation
- G. Follow Up
- H. Organizing / Planning
- I. Customer Orientation
- J. Empathetic
- K. Sympathetic

### **Revision Log**

Revision Level	Description	Originator	Date
Revision	New format	B.T	1/15/21