



INTERIM HEAD OF SCHOOL – NOTRE DAME HIGH SCHOOL

July 15, 2024

Job Title: Interim Head of School

Reports To: Board of Directors

FLSA Status: Exempt – Full Time

Length of Position: TBD

Education and/or Experience: A Bachelor’s Degree and experience in education is required.

ROLE AND MAJOR AREAS OF RESPONSIBILITY

The Interim Head of School provides leadership and direction for the long-term interests and welfare of the school corporation, in collaboration with the members of the corporation (Sisters of Mercy, Mercy Education System of the Americas) and the Board of Directors.

Spiritual Leadership

- Promotes ongoing fidelity to the school’s Catholic identity and the mission, core values and tradition of the Sisters of Mercy.
- Ensures the school embodies the charism of the Sisters of Mercy in collaboration with the Campus Minister and the Mercy Education System of the Americas.

Strategic and Structural Leadership

- Leads, supervises and develops the Leadership Team which consists of the Assistant Head of School; Campus Minister; Director of Marketing; Director of Admissions; Director of Finance; Director of Advancement; Director of Technology; Director of International Program; & Director of Facilities and Grounds.
- Participates as an *ex-officio* voting member of the Board and may be a member of all Board committees.
- Works with the Board to implement the school’s strategic plan. Leads and executes the strategy; aligns it with the areas of academics, student Life, spirituality and finances.
- Communicates on key issues between the board, faculty, staff, students, parents, and alumnae.
- Collaborates with leaders of the Sisters of Mercy; participates actively with leaders of other Mercy schools in the Mercy Education System of the Americas.

Academic Leadership

- Advances the educational mission of the school working with the Assistant Head of School to achieve the highest standards of academic excellence for students, preparing them for success in future studies.
- Ensures the school obtains and retains appropriate accreditations.

Student Life Leadership

- Ensures strong extracurricular and athletic programs to develop the whole student in collaboration with the Assistant Head of School.
- Promotes the highest standards of student behavior in all areas specified in the Student Handbook in collaboration with the Assistant Head of School.

Diversity

- Fosters an environment of inclusion welcoming diversity among employees and students with regard to culture, race, ethnicity, and religious backgrounds, as well as sexual orientation, gender identity, socio-economic levels, and political affiliations.

Financial Leadership

- Provides effective financial oversight of the school in collaboration with the Finance Committee Chair.
- Submits annual operating budgets for Board approval through the Finance Committee of the Board and the Finance Committee Chair.
- Works to improve the financial strength of the school and ensures that financial goals are met. Oversees school P&L's to ensure receipt and effective allocation of funds. Ensures an effective tuition revenue management system is in place. Collaborates with the annual audit.
- Identifies additional opportunities for financial aid and scholarships for students.
- Oversees the building and physical operations of the school.

Advancement

- Works with the Board of Directors and the Director of Advancement to achieve an effective advancement strategy for the school which includes fundraising and the engagement of donors and various publics in the mission of the institution.
- Develops strategies to build the endowment, including planned giving, in collaboration with the Director of Advancement.
- Develops a strong alumnae program in collaboration with the Director of Advancement and the Director of Alumni.
- Promotes the vitality of the Board committees.
- Approves and supports all programs and campaigns of the Advancement Office.

International

- Works with Director of International Program to ensure the development of the program and all of its functions.

Enrollment Management

- Develops strategies for effective student recruitment and retention in collaboration with the Director of Admissions.
- Participates actively in the admissions process and decisions about financial aid.

Marketing

- Works with the Director of Marketing to develop and then oversee effective marketing plans and strategies.
- Oversees all formal school communications.
- Communicates regularly to all parents.
- Supports the school by participating in school functions and events.

Human Resources

- Hires, evaluates, and determines renewal of contracts for administration, directors, faculty and staff in support of the school's mission and values.
- Consults with the Director of Human Resources on payroll and personnel decisions.

Work Environment

- Consistently acts as a visible representative of the mission and values of Mercy High School within the school and civic community.
- Exhibits a strong team-orientation with the ability to collaborate, innovate, foster unity and build strong morale among faculty and staff.