

# **DE LA SALLE NORTH CATHOLIC HIGH SCHOOL**

## **Portland, Oregon**

### **PRESIDENT/CEO**

#### **THE SCHOOL**

De La Salle North Catholic High School, a Catholic, Lasallian learning community empowers youth from underserved families, predominantly from the N/NE Portland area. The school nurtures a Christian spirit and integrates rigorous academic with practical workplace experience, thereby transforming students to be prepared for college and career. As a Lasallian school, we have an obligation to make a difference in each student's life so that when they leave us they will serve others graciously and lovingly. We cooperate with one another in a spirit of trust and care; our education is practical, accessible, and comprehensive. We are committed to serving the educational needs of the poor.

De La Salle North Catholic High School is sponsored by the Brothers of the Christian Schools of the San Francisco District ([www.delasalle.org](http://www.delasalle.org)). The school opened in September 2001 with 74 students and currently has approximately 330 students, with plans to be at 400 in the 2015-2016 school year. Our school is a racially, spiritually and culturally diverse community that turns no student away because of an inability to pay (includes 43% Catholic, 57% other religions and 8 ethnic groups). Currently, 81% of students receive financial aid for tuition, with 60% of students receiving a full scholarship to attend. Although students enter the school an average of 1.5 years behind in reading and math, 95% of graduating seniors are accepted to college. In addition, the Class of 2013 earned more than \$3.8 million in scholarships ([www.delasallenorth.org](http://www.delasallenorth.org)).

All students are required to complete a college preparatory curriculum and participate in the Corporate Internship Program, whereby they spend five days per month engaged in a corporate work assignment. De La Salle North Catholic High School is a co-founder of the Cristo Rey Network ([www.cristoreynetwork.org](http://www.cristoreynetwork.org)), which includes 27 high schools in the United States that subscribe to similar demographic, academic, and internship program guidelines.

**The Corporate Internship Program (CIP)** is a unique feature of the Cristo Rey model. The school includes a subsidiary employment agency that trains students for entry-level employment, hires them, and markets their services to local corporate clients. Typically, four students share one full-time position from the beginning of August through June. Through their work, each student finances approximately 50% of the cost of their education. The fees for the students' services go directly to the school, and during the 2012-2013 school year, the program raised over \$1.73 million.

#### **POSITION DESCRIPTION**

The President/CEO is accountable to the De La Salle North Catholic High School Board of Trustees. The Board in turn is responsible to the Lasallian Education Corporation (the oversight entity for the Brothers of the Christian Schools of the District of San Francisco).

The Board of Trustees at De La Salle North Catholic High School operates under the principles and discipline of Policy Governance. The roles and functions of the Board and the President therefore are clearly defined, as are the expectations of the President and the Board.

As the Board's only employee, the President is the school's visionary leader and principal institutional spokesperson to all of the school's constituents. The President has overall

responsibility for the management of De La Salle North Catholic High School and leads the school in developing, implementing, maintaining, and monitoring an excellent academic and co-curricular program that supports and promotes the Lasallian educational mission and its values with special emphasis on the religious, spiritual, and service orientation of the school especially to underserved students.

The President is responsible for the sound fiscal management of the institution and develops, annual operational objectives and long-range strategic plans. The President formulates annual and long-term financial goals and a development program capable of achieving these goals. The President is responsible for supervising the Principal, the Vice President for Advancement, the Director of Corporate Internship Program, the Director of Finances, and President's Assistant. The President creates and maintains a stimulating and professional environment in which faculty and staff interact to discuss and resolve academic and related operational issues.

## **RESPONSIBILITIES**

1. Executive Administration:
  - a. Work collaboratively with the Board of Trustees to develop and articulate a school vision, long range policy expectations.
  - b. Supervise the Director of Finances and oversee all school finances and development of the yearly budget as consistent with Board policies.
  - c. Execute all contracts and agreements, consistent with the policies of the Board of Trustees.
  - d. Manage physical plant decisions, including construction of new facilities, re-disposition of physical space, acquisition of major new equipment, and asset protection.
  - e. Supervise the President's Assistant.
2. Fundraising and Marketing
  - a. Supervise the Vice President for Advancement and the Director of Corporate Internship Program, jointly responsible for all fundraising activities of the school.
  - b. Represent the school internally and externally, communicating the mission and programs of De La Salle North Catholic High School to the school's various partners, including working with parent groups and representing the school at civic, religious and other public functions.
  - c. Direct the school's community relations, marketing, public relations, admissions, alumni, and business activities.
  - d. Develop and direct ethical fundraising activities, including potential donor cultivation, grant solicitation, and donations from foundations, trusts, organizations, and individuals in close cooperation with the school's development office.
  - f. Provides support and leadership in the ongoing efforts to secure and retain corporate job sponsors, which is vital to the financial success of the school's mission.

3. Human Resources
  - a. Supervise the evaluation and professional development of all personnel.
  - b. Pursuant to the annual operating budget approved by the school's Board of Trustees, determine the school's organizational structure and give final approval of the faculty/staff salary scales, stipends and benefit packages.
4. Academic
  - a. Supervise the Principal who is charged with managing all academic and co-curricular matters of the school.
  - b. Ensure the school's educational and co-curricular program reflect and advance the Lasallian philosophy and mission.
5. School Networks
  - a. Act as the School's liaison with the Brothers of the Christian Schools, the Archdiocese of Portland (although it is a private Catholic school) and the Cristo Rey Network, maintaining a careful balance between the diverse priorities of each constituent.
  - b. Participate in the activities and structures of the De La Salle Christian Brothers District of San Francisco that are designed for school administrators in the District.

### **TRAITS AND CHARACTERISTICS**

The President will be a solid leader who partners with the Principal, faculty, staff, board, administrators, parents, and other key constituencies of the school in support of the Lasallian educational philosophy. The President will be a strong, sensitive leader and an inspirational manager who is able to articulate the vision of a Catholic, Lasallian college preparatory education to a broad range of constituents, especially the economically disadvantaged. The President will support and communicate our philosophy that our education is practical, accessible, and comprehensive. The President should have a genuine affection for the human and Christian education of the young, especially the poor and marginalized, and have the ability and willingness to relate well to students, be visible to them and interact with them regularly on campus and at various school events.

The ability to create a collaborative, inclusive environment, conducive to sincere and open communication is critical. The President should have an accessible, open, and approachable style, which demonstrates a willingness to listen and encourage the development of new ideas while also offering creative solutions to a variety of challenges. It is important that the President respect the dignity of every person and model behavior that demonstrates concern for all individuals including low income, marginalized, and culturally diverse families and students.

The individual needs to be a facilitative coalition builder who can work at multiple levels, with different segments and with different sectors. At the same time, the President must be adept at academic and public communication, educational innovation, sound fiscal management, and the development of new sources of funding.

"Enter to learn, leave to serve" has become a mantra for Lasallian schools. The phrase is a capstone of one of the core values of a Lasallian School. We embrace 9th graders, love and educate them over four years and send them out into the world to serve. The Brothers have approached this work with a spirit of humility, service, hospitality and zeal. The President

should animate these characteristics by the way she, or he enters into relationship with students, faculty/staff, donors and corporate sponsors.

The President will be a practicing Roman Catholic whose faith is visible and inspiring in daily life and work.

### **CAREER PATH LEADING TO THIS POSITION**

While the President must have a demonstrated capacity for broad institutional leadership, it is entirely possible that the individual could have attained this experience through a variety of different career paths, including K-12 education, higher education, non-profit management or the corporate or public sector. It is, however, important for the President to have demonstrated a strong record of achievement in fundraising and revenue generation. It is also important that the President have a solid understanding of the world of education and a demonstrated capacity for articulating an educational vision that incorporates the best aspects of Catholic education within the Lasallian heritage.

### **EDUCATION & SKILLS**

1. An undergraduate degree is required; an advanced degree is highly desirable.
2. Demonstrated successful experience in the supervision of others for at least five years.
3. Demonstrated ability to provide strategic planning and development oversight to projects in particular and to the leadership team in general.
4. Demonstrated ability to mentor and successfully direct the work of a team.
5. Demonstrated successful leadership in fundraising of major gifts and strategic partnerships.

### **COMPENSATION**

Salary commensurate with qualifications and experience and a comprehensive benefits package will be provided.

### **APPLICATION**

Individuals interested in being considered for this position should email a cover letter and resume to [ashleigh@dlsnc.org](mailto:ashleigh@dlsnc.org) with "President" in the subject line.

Questions, please contact:

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