



**ST. MICHAEL'S HIGH SCHOOL
SANTA FE, NEW MEXICO**

PRESIDENT – JOB POSTING

St. Michael's High School (the "School" or "St. Mike's") (www.stmichaelsf.org) is one of New Mexico's oldest educational institutions and has the most economically, socially and culturally diverse student body of any private school in Santa Fe. St. Mike's is a co-educational, private, Catholic day-school, centrally located on a 25-acre campus, with a student population of approximately 650 in grades seven through twelve. Approximately 70 percent of our students identify as Catholic, but students of all faiths are welcome. The School was founded in 1859 by the De La Salle Christian Brothers and continues to adhere to the venerable Lasallian tradition by emphasizing a high quality education for all who seek it. At St. Mike's we operate "together and by association." We work together with the Christian Brothers and by association with the many Lasallian partners who work in service of the Lasallian mission according to the five core principles established by its founder, John Baptist de La Salle: Faith in the presence of God; respect for all persons; quality education; concern for the poor and social justice; and an inclusive community.

St. Mike's is accredited by AdvancED and the State of New Mexico Department of Education and is part of the San Francisco-New Orleans District of the Brothers of the Christian Schools (www.delasalle.org).

POSITION DESCRIPTION

The President is accountable to the St. Michael's High School Board of Trustees. The Board, in turn, is responsible to the Louisiana Lasallian Education Corporation (the oversight entity for the Brothers of the Christian Schools of the San Francisco-New Orleans District). The Board operates under the principles and discipline of Policy Governance. Under Policy Governance, the expectations, role, and functions of the President are clearly defined.

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 the School and leads it 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 School and develops annual operational objectives, long-range strategic plans, annual and long-term financial goals and a development program capable of achieving these objectives and goals. 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. The President supervises the Principal who manages all academic matters of the School.

RESPONSIBILITIES

The President is tasked with:

1. Ensuring the School's educational and co-curricular program reflects and advances the Lasallian philosophy and mission.
2. Supervising the Principal who is charged with managing all academic and co-curricular matters of the School.
3. Developing and directing ethical and successful 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.
4. Supervising the evaluation and professional development of all personnel.
5. Working collaboratively with the Board of Trustees to develop and articulate a School vision and longer range policy expectations.
6. Acting as the School's liaison with the Brothers of the Christian Schools and the Archdiocese of Santa Fe.
7. Participating in the activities and structures of the De La Salle Christian Brothers San Francisco-New Orleans District that are designed for school administrators in the District.
8. Representing the School internally and externally and effectively communicating its mission and programs to the School's various constituents and the public, including working with parent groups and representing the School at civic, religious and other public functions.
9. Directing the School's community relations, marketing, public relations, admissions, alumni, and business activities.
10. Overseeing all School finances and development of the yearly budget as consistent with Board policies.
11. Determining the School's organizational structure and giving final approval of the faculty/staff salary scales, stipends and benefit packages, subject to, and in conformity with, the annual operating budget approved by the School's Board of Trustees.
12. Managing physical plant decisions, including maintenance of existing facilities, construction of new facilities, re-disposition of physical space, acquisition of major new equipment, and asset protection.
13. Executing all contracts and agreements, consistent with the policies of the Board of Trustees.

TRAITS AND CHARACTERISTICS

The President will be a strong and inspirational leader who partners with the Board, Principal, faculty, staff, parents, and other key School constituencies in support of the Lasallian educational philosophy and who is able to articulate the vision of a Lasallian, Catholic 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 Christian and human 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.

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

EDUCATION AND CAREER PATH LEADING TO THIS POSITION

At a minimum, an undergraduate degree is required, although an advanced degree is highly desirable. While the President must have a demonstrated capacity for broad institutional leadership, it is entirely possible that the prospective President could have attained this experience through a variety of different career paths, including K-12 education, higher education, non-profit management or in the corporate or public sector. No matter the career path, however, the prospective President must 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.

START DATE: Assume responsibilities on July 1, 2014.

SALARY/BENEFITS: Competitive salary with full benefits.

APPLICATION: Due March 31, 2014. Résumé, letter of intent demonstrating qualifications for the position as per job description, at least three references, plus a short personal mission statement and description of your educational philosophy (one page at most).

CONTACT: Please send résumé and other materials by email only addressed to:

Presidential Search Committee
St. Michael's High School
smhssearchcommittee2014@gmail.com