



Bishop Hoffman Catholic School
SACRED HEART CAMPUS
SJCC CAMPUS



HEAD OF SCHOOL

February 9, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

The genesis of what today is Bishop Hoffman Catholic School began in Fremont, Ohio with the opening of St. Ann School in 1876. St. Joseph School opened its doors in 1908, serving students through high school until an adjacent building was completed in 1956. This became St. Joseph High School. Sacred Heart School opened in 1958.

Consolidation of the area schools was a topic of discussion for over twenty years. In 2006, a steering committee was formed to discuss the consolidation of the Catholic schools and in 2009, it was agreed to pursue this. The Holy Family Formation Team (HFFT) was established to research and develop a proposed plan for the consolidation of the three Parish-run schools and the inclusion of the SJCC High School into a comprehensive Pre-K through 12th Grade school system. Facility studies, enrollment studies, staff studies, budgets and survey studies were collected, compiled and analyzed.

After much discussion and prayerful consideration, a decision was made to consolidate the Catholic schools in Fremont, Ohio, and Bishop Hoffman Catholic School (BHCS) was formed. Sacred Heart Campus (preschool through third grade), St. Joseph Campus (fourth through eighth grade) and Saint Joseph Central Catholic (ninth through twelfth grade) would be used to provide a Catholic education to the children of Fremont and the surrounding areas. This decision included the closure of St. Ann School. The unified system began its first year on August 31, 2010.

In 2015, the decision was made to close St. Joseph Elementary School, beginning with the 2015-2016 school year.

Today, Bishop Hoffman Catholic School is comprised of the Sacred Heart campus, housing Pre-K through 6th Grade. The SJCC Campus is home to the Junior High Academy, as well as the high school. Bishop Hoffman Catholic School has an enrollment of 501 students, from preschool through 12th Grade. With 39 full-time and 15 part-time staff, the average tenure of a BHCS educator is 19 years. BHCS has a graduation rate of 100% and \$2.6 Million scholarship dollars was awarded to the Class of 2017.

POSITION: THE HEAD OF BISHOP HOFFMAN CATHOLIC SCHOOL

The Head of School for Bishop Hoffman Catholic School is charged with leading the schools toward the achievement of their goal carrying on the Mission, “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, 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, relations, and communication within the BHCS family.

Qualifications:

1. A practicing Catholic in full communion.
2. Appropriate State of Ohio licensure/certification preferred.
3. Master's Degree in School or Educational Administration or Business required.
4. Previous administrative experience preferred.
5. Experience in financial management, development and institutional advancement.
6. Possesses ability to generate financial resources and supportive relationships.
7. Is successful in planning, marketing and public relations.
8. Must be able to pass all diocesan employment requirements.
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.

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 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, business manager and priests to determine financial assistance commitments from the sponsoring parishes on an ongoing basis, forecasting three to five years.
2. Works closely with the finance committee and business manager in preparing the annual budget to be submitted to the governing board for approval.
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.

Marketing, Public Relations:

1. 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.
2. Oversees marketing, public relations and publications to ensure the appropriate communication of the purpose and programs of the system.
3. Attends and supports major fundraising events and helps generate financial resources for the school system and sustains supportive relationships. In this regard, he/she 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.
4. Actively and effectively promotes the image and reputation of Bishop Hoffman Catholic Schools.
5. Fosters cooperation and communication with local schools, churches, and agencies.

Administrative/Leadership:

1. Demonstrates ability to organize and compile data for various diocesan, state and federal reports.
2. Demonstrates knowledge of academic areas and teaching methodologies.
3. Works effectively with others, communicating ideas and directives clearly and effectively both orally and in writing.
4. Has active listening skills.
5. Demonstrates organizational and problem-solving skills.
6. Has ability to organize and oversee major fundraising efforts.
7. Demonstrates excellent oral and written communication skills, including public speaking skills.
8. Is a strong and inspirational leader, partnering with the governing board, priests, staff, parents, and others in the BHCS family.
9. Upholds the academic and ethical standards of the school.
10. Contributes to the building of a positive morale among faculty, staff, and students.
11. Fosters professionalism, collegiality and ethical conduct within the faculty.
12. Provides for the professional development of the faculty.
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 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.

OTHER

Benefits		This position offers comprehensive benefits and retirement plan. Details available from BHCS Business Manager.
Compensation		Commensurate with Experience
Expected Travel		Minimal Overnight Travel
Deadline for Application		March 30, 2018.

For consideration, please email resume to:

Arlene McSweeney, Ed.D.
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Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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