



GREENWICH
CATHOLIC SCHOOL

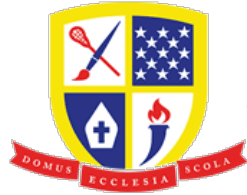


HEAD OF SCHOOL

APRIL 12, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



SCHOOL HISTORY

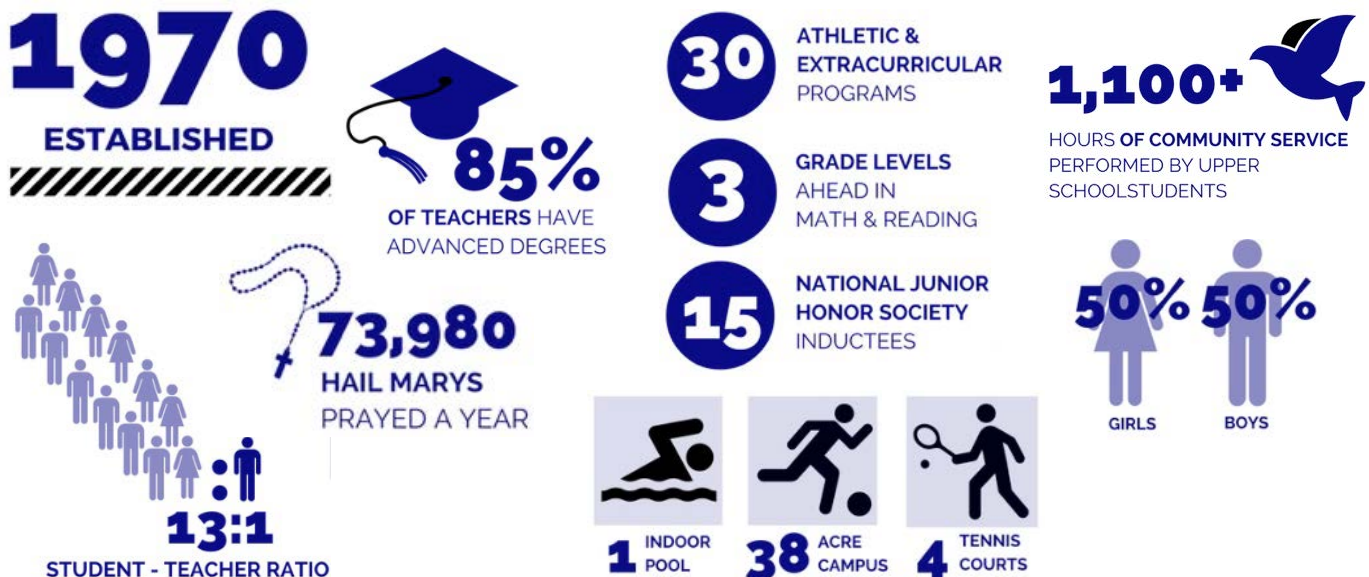
Greenwich Catholic School's history is a testament to a strong commitment to faith and the indispensable value of Catholic Education. In the late 1960s, faced with dwindling enrollments in area Catholic elementary schools, a group of dedicated Catholics came together with a singular goal: to ensure that Catholic education would maintain a presence in our community.

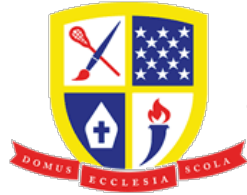
Prior to 1970, each parish in Greenwich had its own parochial school. As a result of declining enrollment in these parochial schools, the Diocese of Bridgeport established the first Regional Catholic School System in the United States on July 17, 1970 to create a diocesan school to serve the parishes of Greenwich, which include Saint Michael, Saint Mary, Saint Catherine, Sacred Heart, Saint Paul, Saint Roch, and Saint Agnes. In 1991 GCS moved from its location on Stanwich Road to the present campus, the former home of St. Mary's High School.

Forty-nine years later, we remain grateful for the foresight in not only in preserving the option of Catholic education for children in lower Fairfield County but also in designing an innovative solution to a crisis threatening that option.

On July 1, 2018, Greenwich Catholic School officially became an academy and the newly appointed Board of Directors assumed their responsibilities.

Greenwich Catholic School by the Numbers





POSITION

The Head of School for Greenwich Catholic School provides executive leadership and is responsible for the Catholic affinity and observance, financial management and resource alignment and outreach and communication with a variety of constituencies. The Head of School is responsible for short-term and long-range planning, public relations, staff oversight, fundraising, facilities maintenance, relations, and communication with the Board, the Diocese of Bridgeport, school staff and the greater school community. The Head of School will lead a dedicated and experienced administrative team that includes: 1) Assistant Principal for Academic Affairs, 2) Dean of Students, 3) Head of Finance and Operations, 4) Director of Enrollment and Marketing, and 5) Director of Advancement (together the "Administrative Team")

QUALIFICATIONS

- A practicing Catholic in full communion.
- Solid understanding of the Catholic school academy model and various constituencies it serves.
- Master's Degree in School or Educational Administration or Business required.
- Extensive classroom teaching experience.
- 3+ Years administrative experience. K-8 preferred.
- Experience in financial management, development and institutional advancement and working with a board structure.
- Strategic visionary adaptable to changing landscape of Catholic education.
- Chief communicator and representative for the school to the Board, parents, diocese and community.

RESPONSIBILITIES

Leadership

- Is a strong and inspirational leader, partnering with the board, staff, faculty parents, and GCS alumni.
- Is able to develop and communicate a vision for the School
- Fosters collaboration between faculty and Administrative Team to ensure positive outcomes
- Can empower our talented Administrative Team to drive improvements in Academics, Student Life, Retention and Advancement
- Contributes to the building of a positive morale among faculty, staff, and students.
- Is accessible and approachable, encourages new ideas, and seeks best practices that are appropriate with the GCS community.
- Communicates and meets regularly with the Administrative Team.



- Works effectively with others, communicating ideas and directives clearly and effectively both orally and in writing.
- Assesses and evaluates faculty and the Administrative Team.

Academic Program and Student Life

- Recommends measures to ensure the school is supplied with an exceptional teaching and instructional staff.
- Empowers and supports the Assistant Principal for Academic Affairs to develop a rigorous academic program and provide mentorship and support to faculty in achieving those standards.
- Demonstrates knowledge of academic areas and teaching methodologies across various age levels.
- Stimulates the dialog about teaching and learning at school.
- Fosters professionalism, collegiality and ethical conduct within the faculty.
- Provides for the professional development of the faculty.
- Establishes and upholds the academic and ethical standards of the school.
- Empowers and supports the Dean of Students to develop an athletic and extracurricular program that enhances the student experience.

Board of Directors

- Meets regularly with the Board of Directors. Prepares monthly 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.
- Serves as a liaison between employees and the board.
- Works with the board in the development of short term action plans and long term strategic plans and is accountable to the board for the progress of those plans.
- Keeps the board informed regarding school-related matters, objectives, needs and plans.
- Is accountable to the board for overall management of the school, which includes academic program, personnel, school accreditation, facilities management, capital improvement and maintenance of facilities and grounds.

Finance

- Works closely with the finance committee, Director of Operations and Finance, as well as others in the Administrative Team in preparing the annual budget to be submitted to the board for approval.
- Works with the finance committee, the Board, and the Director of Operations and Finance on creating a financial plan for the system's long-term needs.
- Works with the Director of Advancement, in major fund-raising efforts, especially representing the school in new outreaches to potential donors.

COMPANY &
POSITION PROFILE

HEAD OF SCHOOL



Marketing & Public Relations

- Communicates and collaborates with parents, alumni and the overall Community through newsletters and other means. Acts as official spokesperson for the school.
- Oversees marketing, public relations and publications to ensure the appropriate communication of the purpose and programs of the system.
- Attends and supports major fundraising efforts and helps generate financial resources for the school system by cultivating donor relationships. In this regard, he/she is actively and visibly involved in School events.
- Actively and effectively promotes the image and reputation of GCS by fostering cooperation and communication with local public and private schools, local parishes, and the Town of Greenwich.
- Works with the Director of Enrollment and Marketing to formulate and implement an enrollment and retention strategy. This includes coordinating support from all parts of the community.

COMPANY &
POSITION PROFILE

HEAD OF SCHOOL



- SALARY** ○ Commensurate with background, education and experience.
- APPLICATION DEADLINE** ○ **June 15, 2021**
(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)
- FOR CONSIDERATION** ○ **Please email resume to:**
Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com
- Note:** Only those selected for an interview with the search committee will be contacted.*

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com