



PRESIDENT

March 20, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

In 2013, the **Diocese of Austin** created a shared governance model between **Holy Family Catholic School** and **St. Dominic Savio Catholic High School**. This model ensures that there are two strong schools that work collaboratively to provide a positive Catholic school presence in the north Austin area. While the two schools share a common governance model that primarily involves the administrative structure, the two schools have not “merged” as one school. Each school enjoys its unique traditions and particular mission while maintaining its individual relationships with area parishes and other feeder schools. For example, Holy Family remains a Diocesan school. St. Dominic Savio Catholic High School continues as a Diocesan high school serving the Catholic elementary schools of the Diocese of Austin and area families that are seeking a Catholic secondary education.

The President serves as the Chief Operating Officer of the schools and has primary responsibility for finance, facilities, advancement and long-range strategic planning for the schools. In addition, each school has an appointed Principal, who shares the responsibility of fostering the Catholic identity and mission for each school with the President. The principals are charged with hiring and evaluating the faculty and designated staff, implementing a comprehensive and rigorous curriculum, supervising instruction, overseeing staff development, and implementing programs that meet and exceed accreditation requirements.

The President works with two separate school boards, one for each school. In budget planning, the President works with a Business Manager and the active subcommittees for both boards – Catholic Mission Culture, Academic, Facilities, and Finance – to prepare an annual budget to submit to each board for review, adoption, and the setting of tuition. Monthly reports are submitted to each school board by their board committees for Finance, Advancement, Strategic Planning and Nominations. In addition, key staff members provide reports for the board including reports from the President, Principal, Business Manager, Director of Admission, Director of Advancement and Director of Communications.

About The Area: Austin, TX

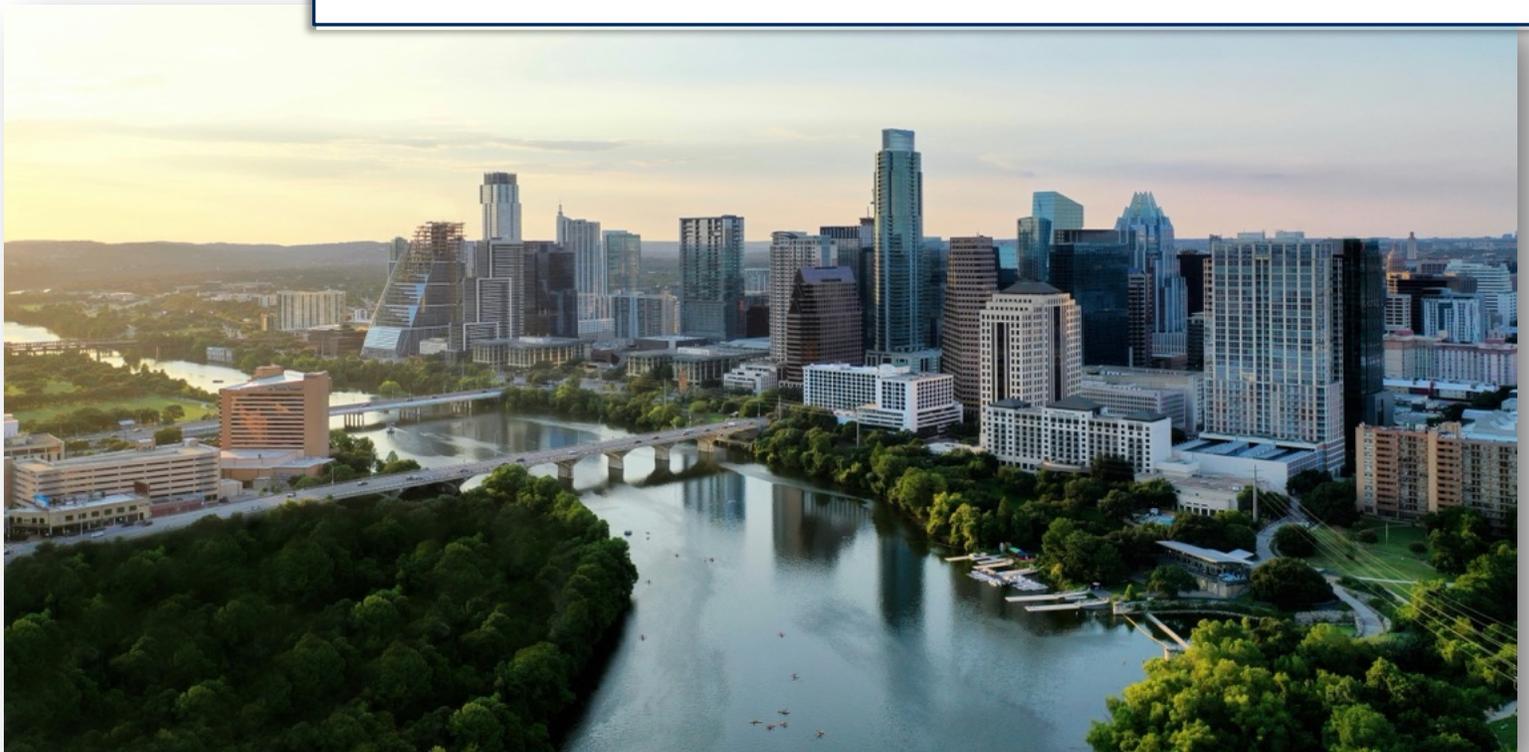
- Big-city opportunity with “livable” energy. Austin is a major tech and innovation hub with a deep employer base; the Austin metro had ~195,879 tech-industry jobs (16.3% of all jobs) in 2022, and tech employment growth has outpaced national trends.
- Easy “weekend life” built in. Zilker Metropolitan Park (350+ acres) sits right where Barton Creek meets Lady Bird Lake—great shorthand for outdoors + family life + community events (trail system, festivals, etc.).
- Air access is getting stronger. Austin-Bergstrom (AUS) handled ~21.7M passengers in 2025 (one of its busiest years), and the city is continuing terminal/gate expansion efforts—useful for out-of-state families and national candidate travel.
- Housing has been cooling vs. peak frenzy. Multiple reports describe Austin as more “buyer-friendly” than in prior years, with improved affordability metrics and more inventory than the peak period.
- Great “radius recruiting” story. Even if someone doesn’t want to live in the city core, the greater Austin area offers a range of suburban options (Round Rock, Cedar Park, Leander, etc.) that many relocating families consider for schools, commute, and home options.

Texas “school choice” program (Education Freedom Accounts)

Texas has launched Texas Education Freedom Accounts (TEFA)—an ESA program created in 2025 legislation (SB 2) that begins funding in the 2026–27 school year.

What families can receive:

- ~\$10,474 per student (2026–27) for students attending an approved private school (TEA-calculated amount for that year).
- Up to \$30,000 for certain students with disabilities (tied to IEP-related eligibility rules).
- Up to \$2,000 for participating students who are homeschooled / not enrolled in public school (per TEFA program details).



Faith Life

The life of faith at both St. Dominic Savio Catholic High School and Holy Family Catholic School is central to the mission and student experience. This is accomplished by focusing on student-led ministry, building a culture of Christian Service, living a vibrant sacramental life through a rigorous but inviting theology curriculum.

The Formation and Ministry Office (FAM) at St. Dominic Savio coordinates faith formation for all students, faculty, and staff. This includes liturgies, retreats, the Diakonia Service Program, and other programs that support the community's growth into a people ever-more reflective of the image of Christ. The office intentionally fosters students' growth in the areas of leadership, intellectual, spiritual, and personal.

One example is the Timothy Team (TIM Team) comprised of Juniors and Seniors, who support the work of FAM and hold leadership responsibility in four specific areas: Community, Sacristan, Liturgist, or Retreat TIMs. They are selected through a rigorous process of nomination, application, and discernment and are enrolled in the two-year Timothy Team seminar program.

FAM also offers resources and support for all faculty and staff including regular in-services, Mass, retreats, formation training in current pedagogies and best practices, personal assessments, and spiritual reflection. In addition, all personnel are asked to write an annual personal growth plan detailing their role as a servant leader and their goals for continued spiritual renewal.

Holy Family Catholic School is committed to providing a strong Catholic identity through daily prayer, religious education, faith formation, activities focusing on the liturgical seasons, and traditions of our faith. The classrooms and school are enhanced with expressions of our Christian beliefs. Elements of a Catholic environment can be seen throughout the campus. The faculty and parent community remain committed to our mission to nurture the growth of each child's spiritual formation, with a goal to foster a commitment to know, love and serve God and one another.

Both schools have weekly Mass, celebrate Adoration monthly, and have the Blessed Sacrament on campus, which faculty, staff, and students regularly visit. The Dominican Sisters, Mary Mother of the Eucharists, serve on both campuses.

Throughout the year, both campuses have special faith opportunities from retreats and Eucharistic processions. These opportunities to grow in faith and encounter Jesus are the cornerstone of what we do at Holy Family and Savio.



St. Dominic Savio Catholic High School

Mission Statement

St. Dominic Savio Catholic High School is a co-educational college preparatory school founded by the Diocese of Austin to prepare young men and women to become faith-filled, visionary, and inspirational leaders in service to the Church and the world.

Fast Facts

19,202

Community service hours
(Class of 2025)

60%

Faculty with post-
baccalaureate education

31%

Students receiving
financial aid

\$12.1M

Scholarships awarded
(Class of 2025)

88%

Students who scored a
3 or higher on the
2025 AP exams

1223

SAT Average

15:1

Student to Teacher
Ratio

95%

Students who took at
least one AP exam
(Class of 2025)

30

National Merit Finalists
since the school was
founded in 2009



St. Dominic Savio High School Campus

On October 12, 2008, construction began on the 83,690 square foot St. Dominic Savio high school building with classrooms, science and computer laboratories, a library/media center, an art studio, gym, administrative offices, workrooms, conference room, athletic fields, and fine arts and health suites. In 2015, four portable classrooms were added to meet the growing need for the High School to add additional classrooms. The original portion of the High School cost \$14,208,769 to build, which does not include the value of the land and does not include capitalized interest of \$2,564,920.

Relationship to Holy Family Grade School and the Diocese

St. Dominic Savio (grades 9-12) and the adjacent Holy Family Catholic School (grades PK through 8) are located in northwest Austin and are part of the Diocese of Austin. The two separate but adjoined campuses combine for a total of 47 beautiful acres of which approximately 27 acres constitute the St. Dominic Savio campus and approximately 20 acres comprise the Holy Family campus. The schools are independently administered by two local Principals but share the same President, to whom they both report.

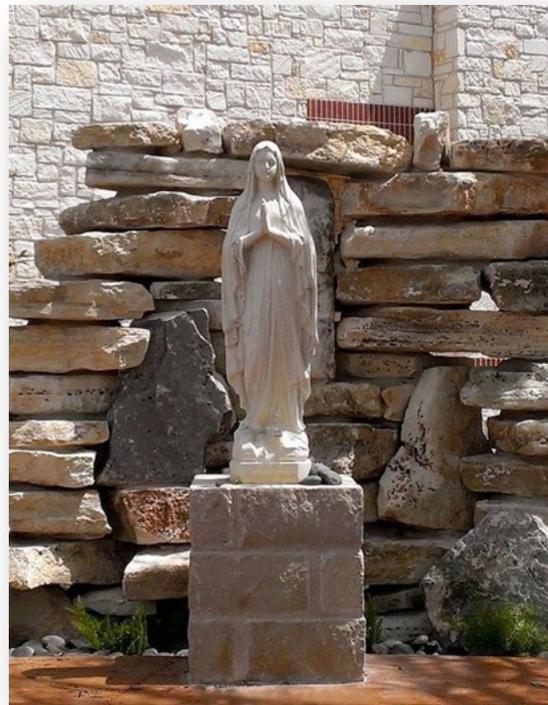
Location

The high school is located in Austin, Texas. It serves a wide geographic area and offers exceptionally strong academic programs. The school's location has excellent freeway connections near Highway 45 and Mopac that allow the school to draw students from Travis County and within its Williamson County home. The affluent communities of Round Rock, Cedar Park and Leander are all within a 25-minute-drive of the school, as are many other diverse communities. St. Dominic Savio is located next to St. Vincent de Paul Parish, which has 1,400 registered families and is an important source of students for the school.

Student Body

St. Dominic Savio has enjoyed a history of enrollment growth in recent years. In general, the student body reflects the rich ethnic and socio-economic diversity of the Catholic Church and Central Texas area with a student population that is 60% white, 22% Hispanic, 10% Asian, 5% multi-racial, and 3% African- American. St. Dominic Savio has enjoyed an outstanding record of academic, athletic, artistic, and spiritual achievement over the years. Its students complete a strong college-prep curriculum and fully 100% of its students are accepted to college.

St. Dominic Savio students perform far above their state and national peers on standardized



tests and Advanced Placement tests. The high school started with a mere 15 clubs and athletic teams and now offers over 60 student activities in academics, athletics, fine arts, technology, faith formation and more.

St. Dominic Savio welcomes international students to be a part of its community. In recent years, the school has welcomed students from Brazil, China, Germany, Korea, Mexico, Spain, Vietnam, Italy and other countries. St. Dominic Savio admits qualified international students with strong English proficiency skills, academic motivations, a desire to be involved in school activities and a willingness to embrace the cultural experience.



History

In 2002, Bishop Gregory Aymond authorized a feasibility study to determine if building a Catholic high school in northwest Austin would be practical. After concluding positively, a committee was formed, property was purchased, and a capital campaign was launched. On October 12, 2008, construction began on an 83,690 square foot building with classrooms, science and computer laboratories, a library/media center, an art studio, gym, administrative offices, workrooms, conference room, athletic fields, and fine arts and health suites. The High School opened its doors to 86 students on August 31, 2009.

Recently, the school was blessed to receive a relic of St. Dominic Savio. The relic was installed inside a custom-built case, hand-built by the Director of Facilities within the school chapel, to remain accessible to any students that may desire to pray with the Patron Saint of St. Dominic Savio High School.

Accreditation

St. Dominic Savio Catholic High School is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED). Accreditation by the TCCB ED ensures that Catholic schools in Texas meet rigorous standards for Catholic identity, academic quality, governance, and operational effectiveness. The accreditation process promotes accountability and continuous improvement while ensuring that schools align their mission, curriculum, and policies with both Church teaching and recognized educational standards. Through this process, schools demonstrate their commitment to providing a high-quality Catholic education that faithfully serves students, families, and the broader Church. Together, Holy Family Catholic School and St. Dominic Savio Catholic High School serve families across the region by providing strong academic programs rooted in Catholic faith, community, and service.

Academic Offerings

The school provides a multi-level, college preparatory curriculum that encourages intellectual curiosity and creative thinking with over 40 Honors and AP course offerings in English, Mathematics, Natural Science, World Language, Social Science, and Fine Arts. Advanced instructional methods provide 21st-century classroom practices for all students.

In addition, St. Dominic Savio offers a STEM experience in all areas of study, incorporating cooperative learning and problem-solving approaches along with technology integration to enhance learning. Extensive classes in the STEM fields (science, technology, engineering, and math) as well as Fine Arts classes are offered.

Moreover, rigorous Computer Science and Engineering programs in partnership with the University of Texas Engineer Your World program are available. St. Dominic Savio students excel academically and have scored above state and national averages on the PSAT, SAT, and ACT exams.

College Acceptances

Since the opening of the school, graduating seniors have received acceptances to more than 195 colleges and universities. Well known universities that have accepted St. Dominic Savio graduates include Baylor University, various University of Texas campuses, Duke University, Georgetown University, Harvard University, University of Pennsylvania, MIT, Purdue University, Texas A&M University, the University of Notre Dame and Yale University.

Athletic Offerings

For the athlete, St. Dominic Savio has 15 sports teams that have earned several district and state finishes in multiple sports. These include the 2012 State Championship for softball, the 2016 and 2017 State Championships for girl's track and field, the 2017 State Championship for boy's swimming and the 2017 and 2018 State Championships for girl's swimming, and the 2023 State Championship in Cross Country.



Holy Family Catholic School

Mission Statement

Holy Family Catholic School is a diocesan school that works with parents to nurture the growth of the whole child — spiritually, intellectually, socially, emotionally, and physically. Our school is Catholic — promoting the teachings of the Church and inclusive of diverse cultures and socioeconomic backgrounds. We seek to promote the development of these values by:

- Fostering a commitment to know, love, and serve God and one another (spiritual)
- Encouraging each child to attain his or her fullest potential (intellectual)
- Guiding students to become conscientious, successful members of a global community (social)
- Respecting and celebrating each child's individuality (emotional)
- Promoting a positive attitude towards a healthy lifestyle (physical)

Fast Facts

72

Full time faculty & staff

\$968K

2024-2025
Advancement Income

27%

Students who receive
financial aid

20

Average class size

2006

Designated as a
Blue Ribbon School

13

Employees who have
advanced degrees

Relationship to St. Dominic Savio High School and the Diocese

St. Dominic Savio (grades 9-12) and the adjacent Holy Family Catholic School (grades PK through 8) are located in northwest Austin and are part of the Diocese of Austin. The two separate but adjoined campuses combine for a total of 47 beautiful acres of which approximately 27 acres comprise the St. Dominic Savio campus and about 20 acres comprise the Holy Family campus. An additional 16 acres is available for future development for St. Dominic Savio. The schools are independently administered by a local Principal but share common President to whom both principals report.

Location

Holy Family is located in Austin, Texas. It serves a wide geographic area by offering exceptionally strong academic programs.

The location has excellent freeway connections near Highway 45 and Mopac that allow the school to draw students from Travis County and its Williamson County home. The affluent communities of Round Rock, Cedar Park and Leander are all within a 25-minute-drive of the Grade School.

Philosophy & Goals

The school offers a challenging standards-driven academic program that seeks to prepare graduates for the most rigorous courses available in the high school; a strong religious education program that equips graduates with a moral compass to last through their adolescent years and beyond; a climate of mutual respect and responsibility that fosters in graduates the ability and the will to be servant leaders of tomorrow; and the educational programs and activities which promote self-respect and positive lifelong attitudes toward personal health and fitness.



Accreditation

Holy Family Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED). Accreditation by the TCCB ED ensures that Catholic schools in Texas meet rigorous standards for Catholic identity, academic quality, governance, and operational effectiveness. The accreditation process promotes accountability and continuous improvement while ensuring that schools align their mission, curriculum, and policies with both Church teaching and recognized educational standards. Through this process, schools demonstrate their commitment to providing a high-quality Catholic education that faithfully

serves students, families, and the broader Church. Together, Holy Family Catholic School and St. Dominic Savio Catholic High School serve families across the region by providing strong academic programs rooted in Catholic faith, community, and service.

Curriculum & Test Scores

The academic curriculum is based on the state's curriculum standards called the Texas Essential Knowledge and Skills (TEKS). As an accredited Catholic school in Texas, these standards serve as a guideline for objectives covered within specific subjects and grades. The Grade School meets these standards and exceeds them when appropriate. Students in first through eighth grades take a nationally standardized test called the NWEA MAP Assessment, scoring above the national median on the four exams.

The religion curriculum is guided by the Diocese of Austin Religious Education Guidelines, which specifies grade level objectives. A Diocesan approved Called to Protect curriculum is integrated in pre-school through sixth grades, and a Theology of the Body curriculum is integrated in upper elementary through middle school religion classrooms.



Academic Offerings

Holy Family's curriculum is based on the state's standards called the Texas Essential Knowledge and Skills (TEKS). The Grade School meets these standards and exceeds them when appropriate. As an accredited Catholic school in Texas, these standards serve as a foundation for objectives to be covered within specific subjects and grades.

Enrichment and Remediation

The early childhood years of PK, Kindergarten and first grade provide an opportunity for the child to grow socially, emotionally and academically. Children begin to develop skills in language, reading, phonics, and mathematics; and while there are developmental milestones, each student progresses at their own individual rate. Teachers at these grade levels will have some benchmark goals for learning that they will share with parents throughout the year.

Standardized tests are given each year to students in the first through the eighth grades and serve as a guide for any needed remediation and enrichment in instruction. Students whose scores fall within qualifying ranges in Reading Total or Math Total will receive enrichment or remediation in the regular classroom setting. Teachers will use a variety of methods to extend learning or remediate areas needing improvement.

Advanced Math

Classes begin at the 7th grade and include Pre-Algebra, Algebra I, and Geometry. Students must qualify based on standardized test scores, final course grades, and algebra readiness assessments. Students in grades 7 and 8 have the opportunity to take an accelerated English course. Middle school students in grades 6-8 have the option to take high school level Spanish courses.

PSIA

Private School Interscholastic Association: Holy Family students in 1st through 8th grades participate in academic competitions in a broad range of academic events. The school has a strong history of winning both the elementary and middle school divisions.

Technology and STEM

Technology is well integrated into the curriculum at Holy Family, with students having 1 to 1 assigned laptop computers from 2nd through 8th grade. In addition, students receive STEM as an elective from the earliest grades. Coding is built into the technology curriculum from 1st until 8th grade. Students in grades 6-8 have the opportunity to enroll in elective classes, including Environmental STEM 1, Environmental STEM 2, and Computer Science. There are also opportunities for students to engage in STEM clubs and activities across many grade levels.

Fine Arts

Students in grades PK-5 take art and music. In middle school, students have the opportunity to enroll in fine art electives, including band, orchestra, theatre, and the visual arts.

Servant Leaders

Servant leadership opportunities that are available on campus include altar servers, the Faith In Action elective, Angel & Archangel Choirs, Angels 4 Life Club, and Student Council.

Athletic Offerings

In keeping with the Grade School's mission to develop the whole child, spiritually, intellectually, socially, emotionally, and physically, Holy Family is committed to promoting a positive attitude towards a healthy lifestyle. One of several ways that the school can support this philosophy and goal is to ensure that students have access to a strong athletic program for boys and girls. In that endeavor, the Holy Family offers various athletic teams, beginning at the 5th grade.

Holy Family is a member of the Capital Area Private and Parochial Schools (CAPPS) league, which serves to encourage and promote athletic competition between 14 private schools in the Austin metro area. Students in fifth through eighth grades have an opportunity to participate in the athletic program in various sports held throughout the year. Each year teams compete in volleyball, tackle football, basketball, soccer, track and field, tennis, cross-country, and golf.



Position Description: President

Ministerial Character

Catholic schools in the Diocese of Austin are canonically obedient to the Bishop and assist him in fulfilling his ministry and canonical obligations. Pastors, presidents, and principals serve as leaders of the schools to make Christ's mission present and enduring in the schools. In order to fulfill Christ's mission, the school leaders employ suitable, chosen collaborators, sharing with them Christ's mission and entrusting to them various responsibilities.

Positions employed in this School help extend the ministry of the school leaders in particular ways as outlined in the job description. The employee in this position is closely connected to and assists the school leaders in the performance of their ministry and, therefore, engages in ministry for the Church.

Job Summary

The President fulfills the missions of Holy Family Catholic School and St. Dominic Savio Catholic High School by serving as the chief operating officer of the schools and a Director of the two school boards.

The President is jointly responsible, along with the Principals of the schools, for the Catholic mission and identity of the schools. The President oversees the hiring and termination of all employees, and the areas of institutional advancement, finance, facility management, and strategic planning of the school.

The President is appointed by the Bishop of Austin. The President reports to and is evaluated by the Diocese of Austin Superintendent of Catholic Schools and operates with wide latitude for the use of independent judgment and initiative.



Essential Duties

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and education and the missions of the schools in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Comply with the Powers and Duties of the President as identified in bylaws of Holy Family Catholic School and St. Dominic Savio Catholic High School, including but not limited to:
 - Serving as a voting Director of the school boards and a member of all school board committees;
 - Operating as the chief operating officer of the school;
 - Hiring and terminating school personnel;
 - Ensuring all directives of the Directors are pursued and accomplished;
 - Preparing agendas and materials for and presiding at meetings of the Directors and Advisors;
 - With the approval of the Directors, executing leases, contracts, evidences of indebtedness, and other obligations of the schools.
- Advise the school boards on the current state of the schools and work with the boards in the development and implementation of institutional priorities and strategic planning.
- Suggest new policies for consideration by the school boards and implement board and diocesan policies.
- Collaborate with the Principals to ensure the infusion of Catholic identity, Christian values, mission, vision, and identity of the schools into school practices; to ensure an effective educational program; and to plan for future needs of the schools.
- Oversee the areas of institutional advancement, finance, facility management, and strategic planning of the schools.
- Support the development function of the schools by participating in the qualification, cultivation, solicitation, and stewardship of major donors.
- Serve as the spokesperson and public representative of the schools within the school communities and among broader civic entities, helping to build relationships that link the community to the schools, and serving as liaison with pastors, the Superintendent of Catholic Schools, and the diocesan office personnel.
- Create the annual budget, seeking input from the Principals, Business Managers, Advancement personnel, Facility personnel, and the school boards.
- Serve as the final in-house appeal in personnel matters and grievance procedures.
- Maintain a work schedule that maximizes availability to the school communities.

Knowledge, Skills, and Abilities

- Knowledge of the structure and basic teachings of the Roman Catholic Church
- Strong Catholic identity and commitment to Church teachings
- Knowledge of operational management in the area of institutional advancement
- Able to hand multiple tasks simultaneously
- Ability to organize and relate information in an understandable format
- Skilled with job-appropriate technology
- Critical thinking and planning
- Strategic vision and long-term planning
- Financial management, budget planning, and forecasting
- Change management and ability to implement initiatives
- Negotiation and conflict-resolution skills
- Skill in organizational management and delegation of responsibilities
- Skill in using group process skills effectively with various school communities
- Ability to maintain confidentiality regarding school matters
- Ability to communicate effectively in both written and verbal form
- Collaboration and interpersonal skills and the ability to work well with faculty, staff, families, clergy, and others in the school communities
- Community and parish engagement, ability to strengthen diocesan ties
- Ability to work independently and self-motivate
- Fundraising and development (major gifts, annual fund, alumni relations)
- Enrollment management and marketing/recruitment strategies
- Board relations and governance experience
- Personnel leadership and talent development (hiring, evaluation, retention)
- Operational oversight (facilities, safety, compliance)
- Legal and regulatory knowledge (education law, diocesan policy, accreditation)
- Communications and public relations (media, crisis communication)
- Student-focused mindset with commitment to faith formation and pastoral care
- Data-driven decision-making and use of school metrics
- Commitment to multi-cultural competence
- Time management, organization, and resilience under pressure



Minimum Qualifications

Education:

- Master's degree from an accredited American university or equivalent in a foreign country; or

Experience:

- Has successful administrative experience.

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Certifications and Training:

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.
- Without a Theology degree or similar training acceptable to the Superintendent of Catholic Schools, must (1) complete Religion Certification Part 1 within two years of the date of hire, completing a minimum of 25 hours each year; and, (2) in a commitment to ongoing formation in catechetical and spiritual leadership development, continue Religion Certification Part 2 at a minimum of one class per year.

Mental / Physical Tasks:

- Talking
- Listening/Hearing
- Standing
- Walking
- Grasping/holding
- Lifting/carrying
- Moving heavy materials
- Using office equipment, stapler, telephone, etc.
- Driving
- Seeing
- Reading & comprehending
- Using personal computer
- Sitting for extended periods
- Bending
- Other (list)
- Reaching above eye level
- Pushing buttons



Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates.)

Application Deadline: April 15, 2026

(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:

Marie Keith
Vice President, Education
Catholic Recruiter Associates
Marie@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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