

Columbus Catholic Schools

Job Description



Job title	<i>System President</i>
Reports to	<i>Dean and Superintendent of Catholic Schools</i>

Duties and responsibilities

I. Catholic Identity

- A. Is chief articulator of the system's Catholic philosophy and mission.
- B. Promotes the building of a community of faith among the administrative team.
- C. Keeps current with Church teachings.
- D. Maintains religious certification according to diocesan policies.

II. Finances

- A. Oversees the general maintenance and long-term security of the property, including major improvements.
- B. Oversees the continued growth of the trusts and endowments.
- C. Directs the financial and fund-raising operations of the schools.
- D. Prepares the annual budget and is responsible for periodic reports on the status of the budget.
- E. Approves distribution of financial aid.
- F. Seeks out other third-source funding.

III. Development

- A. Supervises the development and alumni offices.
- B. Directs the annual fund-raising drives.
- C. Is responsible for and approves all grant proposals.
- D. Makes contact for major gifts.

IV. Public Relations and Marketing

- A. Oversees the public relations and marketing programs of the schools.
- B. Acts as liaison between the schools, the Catholic Education Commission, alumni association, parent organizations, the diocese, community groups and the general public.
- C. Oversees and is ultimately responsible for the recruitment of students.

V. Personnel

- A. Supervises and evaluates central office staff including, but not limited to, secretaries, bookkeepers, assistants and athletic director.
- B. With the approval of the dean, hires all central office staff, principals, teachers and other staff.
- C. Monitors staff compliance with the USCCB *Charter for the Protection of Children and Young People* as defined in the Diocese of La Crosse Safe Environment Program.

VI. Long-Range Planning

- A. Directs all long-range planning which pertains to general system-wide questions as well as finances and plant development/utilization.
- B. Oversees the annual review/updating of the system's long-range planning.

VII. Building Management

- A. Arranges for the regular maintenance of the buildings within the system by conferring with the principals and receiving their recommendations for repairs and improvements.

- B. Determines custodial care for the system.
- C. Approves the use or rental of the buildings by persons or organizations outside the system.

VIII. Reports

- a. Is responsible for any federal, state, local or diocesan reports made on the system.

IX. Principals

- A. Receives recommendations and gives final approval to hiring of principals after consultation with the dean.
- B. Plans and conducts regularly-scheduled administrative meetings.
- C. Is responsible for implementing the evaluation process for principals.
- D. Promotes the building of a community of faith, team effort, responsible decision making and efficient management procedures.
- E. In consultation with the principals implements the philosophy, programs and policies of the Diocese of La Crosse and the school system, which includes the safe environment program.

X. Catholic Education Commission

- A. Works in a collaborative way with the Catholic Education Commission to oversee the operation of the system.
- B. Receives and evaluates consultation received from the Catholic Education Commission in regard to policy formation, long-range planning, projects, finances, public relations and marketing, and the general operation of the schools.
- C. Serves as *ex officio* member of the Catholic Education Commission and as executive secretary.
- D. Reports to the Catholic Education Commission on a regular basis and keeps them informed of important matters.
- E. Uses the Catholic Education Commission as his or her main advisory body.

Qualifications

- Approved by the dean, the Superintendent of Catholic Schools and the diocesan bishop.
- A practicing Catholic
- A demonstrated commitment to Catholic schools
- Minimum of a master's degree in educational administration
- Working knowledge of current Church documents related to Catholic schools
- Minimum five years' experience as a Catholic school principal
- Certified or certifiable in administration by the State of Wisconsin
- Proven ability in school management

Employee (PRINT)

Date

Employee Signature

Date

Administrator Signature

Date