



ST. MARY'S HIGH SCHOOL

Job Description

Position Title:	Head of School
Department:	Administration
Reports To:	Board of Directors
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non- Exempt
School Classification:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (<30 hrs/week) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal

Job Summary

The Head of School shall lead and inspire our students, faculty, and community. This leader will play a pivotal role in shaping and implementing a strategic vision to strengthen enrollment, enhance fundraising efforts for our annual fund and to build a new academic campus on existing athletic fields, and foster a thriving educational environment in alignment with St. Mary's High School's Catholic mission. The Head of School will function as both President and Principal, leading day-to-day operations, promoting spiritual and academic excellence, and cultivating a collaborative and supportive culture among students, parents, faculty, staff, and community members.

Essential Job Functions

All employees at St. Mary's Catholic High School are expected to:

- Support and uphold the philosophy of Catholic education and the mission of St. Mary's High School.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church in their professional and personal conduct.
- Support and adhere to the Code of Conduct and policies and procedures of St. Mary's.
- Abide by the school's confidentiality policies and procedures.
- Demonstrate professionalism in conduct, demeanor, and work habits.
- Maintain a work schedule that maximizes availability to the school, students, and staff.
- Maintain positive and cooperative relations with parents, students, and school personnel.
- Participate in professional development opportunities to remain current with relevant standards and practices.
- Maintain regular, reliable and predictable attendance.
- Perform any other job-related tasks deemed necessary and/or assigned by the Board of Directors.

Important Job Functions

All employees at St. Mary's High School are encouraged to:

- Collaborate with peers to enhance the work environment and support the overall mission of the school.
- Demonstrate a willingness to respond to individual needs within their scope of responsibility.

- Actively participate in the larger school community to contribute to a positive school culture.

Role-Specific Responsibilities & Duties

1. Strategic Leadership and Vision

- Responsible for ensuring that St. Mary's utilizes the *National Standards and Benchmarks for Effective Catholic Schools*
- Lead the school's strategic vision in alignment with Catholic values and the school's mission.
- Serve as a visible and inspirational leader within the school community, promoting a Christ-centered learning environment.
- Foster a positive and productive relationship with the Diocese, engaging with Diocesan leadership and aligning school practices with Diocesan policies and values, and fostering coordination of a K-12 Catholic educational ecosystem

2. Enrollment Management

- Develop and implement a comprehensive enrollment management plan to attract and retain students.
- Build partnerships with local parishes, feeder schools, and community organizations to increase awareness and promote the school's offerings.
- Utilize data and community feedback to understand and address barriers to enrollment.

3. Fundraising and Financial Management

- Oversee and actively participate in fundraising initiatives to address the school's operating deficiency and reduce debt
- Engage with the Memorare Committee for fundraising development and construction plans for a new school built on the grounds of the existing athletic campus, the Grace center
- Cultivate relationships with alumni, donors, and community partners, enhancing the school's development programs and securing financial support for critical priorities.
- Collaborate with the Board and financial teams to establish sustainable fiscal practices, manage budgets, and ensure accountability in financial stewardship.

4. Educational Leadership and Administration

- Function as the Principal, overseeing the daily academic and operational functions of the school, ensuring adherence to school policies and a consistent approach to academic standards.
- Be prepared to assume teaching responsibilities as needed, especially in situations where a teacher leaves mid-year or a replacement has not yet been identified.
- Ensure that school policies approved by the Board are implemented effectively, aligning with the school's mission and strategic goals.

5. Board Relations and Governance

- Serve as the primary liaison between the school and the Board of Directors, providing updates on school operations, strategic initiatives, and challenges.
- Educate and train Board members on the school's mission, Catholic educational principles, and their roles in governance, fundraising, and community engagement.
- Collaborate with the Board to review, revise, and implement policies that enhance the school's effectiveness and sustainability.

6. Community Engagement and Culture Building

- Foster a welcoming and inclusive culture, encouraging faculty, staff, and students to actively live out Catholic values.
- Engage with parents, students, alumni, and community members to maintain open communication and a sense of shared purpose.
- Actively promote the school's accomplishments, programs, and Catholic identity in the broader community.

Any other duties assigned by the Board consistent with the Head of School's position and qualifications, including but not limited to mentorship and training opportunities.

Minimum Qualifications

Education/Certification:

- BS/BA in Business Management, Nonprofit Administration, or related field

Experience:

- Prior executive or operational management experience in a middle or high school setting is required.

Knowledge, Abilities, and Skills

- Mission, Faith, and Catholic Identity
 - Deep knowledge of the teachings, traditions, and moral doctrine of the Catholic Church.
 - Practicing Catholic in good standing, committed to personal spiritual growth and visible participation in the sacramental life of the Church.
 - Knowledge of Catholic school philosophy, the integration of faith and reason, and the formation of the whole person.
 - Ability to articulate and advance the school's Catholic mission in alignment with diocesan expectations.
 - Skill in fostering a faith-filled culture among faculty, staff, students, and families.
 - Ability to lead with pastoral sensitivity, prudence, and moral courage.
 - Knowledge of safe environment requirements and Church protocols regarding child protection and ethical conduct.
- Governance and Executive Leadership
 - Knowledge of nonprofit governance principles, including the distinct roles of the Board and administration (e.g., policy vs. operations).
 - Ability to serve as the chief executive officer of the school, accountable to the Board for strategic implementation and operational excellence.
 - Skill in strategic planning, institutional assessment, and mission-driven decision-making.
 - Ability to manage complex institutional change with transparency and steadiness.
 - Skill in executive communication—clear, professional, and mission-centered in both written and verbal form.
 - Ability to build trust and collaborative relationships across diverse stakeholder groups.
 - Knowledge of accreditation standards (NESBEC/WCEA).
- Academic Leadership and Program Oversight
 - Knowledge of secondary education best practices, curriculum development, instructional supervision, student assessments, and faculty evaluation.
 - Ability to recruit, develop, supervise, and retain high-quality faculty and staff.
 - Skill in ensuring academic rigor consistent with college-preparatory standards.
 - Knowledge of differentiated instruction and student support systems for diverse learners.
 - Ability to oversee curriculum alignment, instructional pacing, assessment systems, and continuous academic improvement.
 - Skill in analyzing academic performance data (including SAT/PSAT/ACT and other benchmarks) to drive improvement.
 - Knowledge of child and adolescent development.
- College & Career Readiness
 - Knowledge of college admissions processes, standardized testing frameworks, and post-secondary academic expectations.
 - Ability to ensure programming that promotes critical thinking, inquiry-based learning, and intellectual discipline.
 - Skill in fostering executive functioning, resilience, and leadership development among students.
 - Ability to support advanced academic programming, research skills, and academic integrity standards.

- Knowledge of college counseling structures and student guidance best practices.
- Financial and Operational Management
 - Knowledge of nonprofit financial management, budgeting, internal controls, and long-term financial sustainability.
 - Ability to oversee budget development and responsible stewardship of school resources.
 - Skill in risk management, vendor oversight, and operational systems management.
 - Knowledge of HR compliance, employment practices, and performance management.
 - Ability to manage facilities, safety, and campus operations.
- Advancement, Enrollment, and Community Engagement
 - Knowledge of enrollment management strategy and retention practices.
 - Ability to serve as the primary ambassador for the school to donors, alumni, and community partners.
 - Skill in fundraising, donor cultivation, and campaign leadership.
 - Ability to communicate vision and inspire philanthropic support.
 - Skill in crisis communication and stakeholder engagement.
- Technology and Systems Leadership
 - Knowledge of educational technology systems, learning management platforms, and student information systems.
 - Ability to oversee responsible integration of technology into academic and operational functions.
 - Skill in using data systems for institutional decision-making.
 - Ability to guide responsible digital citizenship policies and safe technology practices.
- Personal Leadership Competencies
 - Demonstrated integrity, discretion, and sound judgment.
 - Strong organizational and time-management skills.
 - Ability to prioritize multiple high-level initiatives simultaneously.
 - Emotional intelligence and conflict resolution skills.
 - Capacity to lead with humility, clarity, and resolve.
 - Commitment to ongoing professional formation.

Working Conditions & Physical Demands

- **Working Conditions:**
 - Works in a professional office and school campus environment with regular presence throughout classrooms, campus facilities, and school grounds.
 - Required to work evenings and weekends for Board meetings, school events, liturgies, athletic contests, fundraising activities, and community functions.
 - Serves in a full-time, year-round executive capacity and must be available outside normal school hours as needed.
 - Regularly engages with students in various campus settings, including environments with noise, high activity levels, and outdoor weather conditions.
- **Mental/Physical Demands:**
 - Required to maintain composure and professional demeanor in high-pressure situations, including emotionally charged interactions with students, parents, and colleagues.
 - Ability to effectively de-escalate heightened emotional situations and conflicts among students, employing calm, consistent, and respectful communication strategies.
 - Skill in navigating complex parent interactions, including active listening, empathetic communication, effective reasoning, and constructive negotiation to resolve concerns and foster positive partnerships.
 - Ability to manage and respond appropriately to a wide range of student behaviors, including those that may be disruptive or challenging, with patience and consistency.
 - Capacity to adapt to changing circumstances, unexpected demands, and evolving student needs with flexibility and resilience.

- Required to manage high to moderate levels of stress inherent in a dynamic educational environment.
- Ability to prioritize multiple tasks and responsibilities effectively, often with competing deadlines.
- Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds.
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis for extended periods.
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Ability to monitor students in a variety of locations, including those with noise, activity, and inclement weather conditions.
- Capacity for sustained mental focus and concentration throughout the school day for instructional delivery, grading, planning, and administrative tasks.
- Strong emotional regulation skills to effectively manage personal emotions while responding to the emotional needs of students.
- Ability to maintain a positive outlook and foster an encouraging environment despite potential setbacks or challenges.

Ministerial Exemption

Ministerial Role and Responsibilities

The employee serves as a minister of the faith, a position integral to the religious mission of St. Mary's High School. This role involves more than secular duties; it includes a direct and substantive role in sharing the Catholic faith, upholding its values, and participating in the school's religious mission. This may include, but is not limited to:

- Integrating Catholic principles and values into the curriculum and all aspects of school life.
- Serving as a witness and role model of the Catholic faith in both professional and personal life.
- Leading or participating in prayer, liturgies, and other religious services.
- Providing spiritual guidance and faith formation to students and the school community.

Employment Relationship

By accepting this position, the employee agrees that their employment is religious in nature and that the school's hiring, evaluation, and termination decisions are based on both secular and religious criteria. The employee must act in a manner consistent with the teaching and values of the Catholic Church.

Legal Acknowledgement

The employee acknowledges and agrees that their role falls within the ministerial exemption as recognized by law. This means that, in certain matters, the school's employment relationship with the employee is governed by the principles of church autonomy and not by certain federal, state and local laws. The employee agrees that any employment disputes arising from this role will be resolved in accordance with these principles and the dispute resolution process of St. Mary's High School.

Disclaimer

This job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, technological developments, etc.).

All employees must adhere to St. Mary's Code of Conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

About St. Mary's High School

Mission Statement: St. Mary's High School exists to educate students in the Catholic tradition to be responsible, moral, critical thinkers and leaders who are well-prepared for college and life.

Summary:

Located in Colorado Springs, St. Mary's High School is a Catholic, college-preparatory high school committed to the formation of the whole person—intellectually, spiritually, morally, and socially. Rooted in the teachings of the Catholic Church and animated by the integration of faith and reason, the school challenges students to pursue academic excellence while growing as disciples of Christ and leaders in service to others. The school has approximately 150 students, and 30 faculty and staff members.

St. Mary's offers a rigorous college-preparatory curriculum designed to prepare students for success in higher education and beyond. Advanced coursework, strong SAT/PSAT preparation, and intentional college counseling support graduates in meeting competitive admission standards. The academic program is complemented by robust athletics, fine arts, and extracurricular opportunities that cultivate leadership, teamwork, resilience, and character.

As an independent school, but operating under a Strategic Alliance Agreement with the Diocese, St. Mary's maintains a governance structure that clearly distinguishes the Board's responsibility for mission stewardship and strategic oversight from the administration's responsibility for daily operations and academic leadership. The school adheres to NESBEC accreditation standards, ensuring both academic quality and student well-being.

With a close-knit student body and dedicated faculty, St. Mary's fosters a community grounded in respect, accountability, and faith. Faculty and staff are expected to support the Catholic mission and serve as positive role models for students.

St. Mary's is currently engaged in a capital campaign, the "Memorare Campaign", to strengthen the long-term vitality of the school by building a new academic school building on the existing athletic campus known as "The Grace Center". The campaign focuses on enhancing campus facilities, improving learning environments, supporting a classic Catholic education in the liberal arts tradition, and ensuring sustainable growth for future generations. Inspired by the prayer of the Memorare and entrusted to the intercession of the Blessed Mother, the campaign reflects the community's shared commitment to preserving and advancing Catholic education in Colorado Springs for the next 140 years of the school's history.

To apply, please email inquiries to exec@smhscs.org.