

St. Pius X High School Head of School

St. Pius X High School is seeking a new Head of School to assume leadership in June 2021. Founded in 1956 and sponsored by the Dominican Sisters of Houston, St. Pius X High School is a secondary, coeducational school enrolling approximately 600 students. It is located on 27.5 acres of land in north Houston, Texas. The new Head of School will lead a community of over 550 families and 90 full-time faculty and staff members.

The Head of School motivates and inspires the vision and implementation of the mission, goals and philosophy of St. Pius X High School. The Head of School has final responsibility for religious and educational programs, fiscal responsibility and institutional advancement through general oversight and strategic planning in order to assure the strength of the School and to fulfill its mission. In carrying out this role the Head of School works in collaboration with the Board of Directors and the other members of the Administrative Team to provide leadership and coordination in order to ensure effective administration of the school. The Head of School is directly responsible to the St. Pius X High School Board of Directors ("School Board") and the Dominican Sisters of Houston Board of Trustees.

POSITION RESPONSIBILITIES

FAITH, COMMUNITY AND DOMINICAN CHARISM

- Embraces the Dominican charism
- Ensures that the four pillars of a Dominican education (prayer, study, community, preaching) are developed and promoted among the school community
- Develops an active faith community and models Christian values
- Incorporates prayer and spiritual formation within the student, faculty/staff and parent communities
- Upholds and implements the Dominican Sisters of Houston congregational goals
- Ensures the implementation of comprehensive spiritual, theological and service programs for students

LEADERSHIP AND MANAGEMENT

- Ensures the effective overall operation of the school
- Implements the school's mission, goals and philosophy in concert with the Leadership Team
- Oversees the hiring process and approves the selection of personnel
- Provides guidance and direction to the Leadership Team and is responsible for their evaluation
- Oversees with the Leadership Team and a system of supervision and evaluation of all employees
- Provides leadership in developing and implementing the strategic plan
- Oversees with the Leadership Team various required annual reporting procedures (accreditation, audit, compliance, etc.)
- Holds regular Leadership Team meetings and attends other Archdiocesan, Dominican, educational and committee meetings as needed

ADVANCEMENT

- Works with the office of Advancement in concert with the Director of Advancement to ensure an effective advancement program
- Cultivates current and prospective benefactors
- Participates in capital campaign execution as a member of the campaign leadership team
- Participates in special fundraising events and donor recognition activities
- Finds opportunities to connect and network with parents, students, alumni, parents of alumni, etc.

PUBLIC RELATIONS AND MARKETING

- Acts as spokesperson for the School
- Represents St. Pius X High School at civic, religious and other public events to provide a positive image of the school's programs and projects

- Joins and participates in key Archdiocesan, Dominican and community organizations
- Finds opportunities to promote the mission and programs of St. Pius X High school to various publics
- Fosters relationships between the school and its constituencies
- Supports parent, student and alumni groups and attends meetings and events as needed
- Ensures with appropriate staff that any information provided to the public (collateral materials, press releases, newsletter, website, etc.) is accurate, uniform and consistent with the mission and values of St. Pius X High School

FINANCIAL

- Works with the Director of Finance/Chief Financial Officer and Finance Committee to ensure budget preparation, implementation and fiscal stability of the school
- Works with the Chief Financial Officer and Financial Aid Committee to oversee and implement the Financial Aid/Tuition Assistance program
- Approves all personnel contracts
- Approves, delegates and/or signs all major contracts of the school
- Works with the Chief Financial Officer and the Benefits Committee to periodically review and improve the employee benefit program

BOARD OF DIRECTORS (“SCHOOL BOARD”)

- Provides vision, leadership and maintains open communication with the Board of Directors
- Is an “ex officio” member of the Board, functions as executive secretary, maintains Board files and is a member of all Board Committees
- Is responsible for recommending and implementing Board policies
- Works with Head of School Support and Evaluation Committee to determine Head of School's goals for the year
- Plans with Dominican Sisters Leadership Team to provide a yearly in-service for the new members of the Board of Directors and a bi-annual in-service for the Board of Directors
- In conjunction with the Chair of the Board of Directors, prepares the meeting agenda and submits a written administrative report
- Participates with the Board of Directors and other constituencies in the development and implementation of the strategic plan
- Keeps the Board informed on the state of the school, periodically coordinates departmental reports to the Board and offers recommendations for future growth and development

FOUNDATION BOARD OF TRUSTEES

- Provides vision, leadership and maintains open communication with the Foundation Board of Trustees
- Prepares agenda with Foundation President, attends meetings and presents a written administrative report
- Is an “ex officio” member of the Foundation and functions as executive secretary and maintains permanent Foundation files
- Promotes Foundation purposes/activities

Qualities/Qualifications

St. Pius X High School seeks an experienced leader with vision and skills in the fundamental responsibilities of leadership, communication and collaborative decision-making to advance the mission of St. Pius X High School.

The Head of School should be a practicing Catholic whose life models the mission of the Church and of St. Pius X High School, and who is willing to embrace the Dominican charism. The Head of School is an inspirational leader who motivates and inspires the vision and implementation of the mission, goals and philosophy of St. Pius X High School. The Head of School has final responsibility for religious and educational programs, fiscal responsibility and institutional advancement through general oversight and strategic planning. The Head of School should have the ability and willingness to relate to a diverse

ethnic, religious and socio-economic student population.

Ideally candidates should have a background in high school administration, preferably as a Principal, President or Head of School.

Candidates with equivalent or other appropriate leadership experience may also be considered. An advanced degree is required.

Application Process

Candidates should submit all information as soon as possible. Electronic submission of materials is required. Please send materials as separate *pdf* attachments in one email to:

SPXSearchCommittee@stpiusx.org

Candidates should submit the following documents:

- Cover letter expressing interest and qualifications for the Head of School at St. Pius X High School;
- Current resume/CV that includes all dates for degrees, certifications and experience; Personal statement that includes the candidate's educational philosophy, plans and vision on leading St. Pius X High School.