



Head of School Job Description

The Head of School is appointed by the Bishop of Arlington upon the recommendation of the Superintendent of Schools. The Head of School reports directly to the Superintendent of School in all matters pertaining to the administration of the school. The Head of School also is responsible to the Board of Governors as they work, to further the mission of the school. As the highest ranking administrator of the school, the Head of School has both the authority and the responsibility to ensure the following:

Catholic Identity: Faithful to the teachings of the Church and to the directive of the Diocesan Bishop, the Head of School, in cooperation with the entire staff, promotes the essential characteristics and fundamental values of a Catholic school.

Leadership: The Head of School holds primary responsibility for providing personal and visible leadership for the school faculty, staff, students and families on issues related to the mission and goals of the school. He/she is supported in this function by the Assistant Head of School.

Planning: The Head of School oversees the development and directs the implementation of a strategic long-range plan that is consistent with the mission of the school and the policies of the Office of Catholic Schools.

Fiscal Management: The Head of School's primary responsibility in the area of finance is compliance with Diocesan policy and oversight of all school funds as they relate to the approved school budget. The Head of School has the authority to enter into legal agreements and serve as the institutional representative in all such negotiations. In addition, the Head of School provides for the safe operation and maintenance of the school property and facilities.

Institutional Advancement: The Head of School, in conjunction with the Office of Catholic Schools and the Board of Governors, will establish specific goals and objectives in the area of development.

Enrollment Management: The Head of School is overall responsible for school programs, initiatives and processes focused on the recruitment and retention of students.

Public Relations: The Head of School directs marketing efforts, recruitment strategies, development programs and alumni/alumnae activities. All public relations, including press and media contacts, are coordinated and approved by the Head of School in his/her capacity as spokesperson for the school. The Head of School also represents the school in the public forum and personally meets with selected constituencies to improve school-community relations.

Supervision of Programs and Personnel: The Head of School consults with the Superintendent of Schools concerning the appointment of the Director of Academics. In addition, the Head of School conducts the professional evaluation of the performance of the Assistant Head and the Directors of Advancement and Operations. The Head of School approves all school policies and programs and verifies that they are consistent with diocesan policies and the stated mission of the school.