



TITLE: **PRESIDENT**
REPORTS TO: **Bishop, Superintendent and Board of Education of the Diocese of Des Moines Metro Region Catholic School System**
POSITION SUMMARY: **Chief Administrator of Diocese of Des Moines Metro Region Catholic School System**

General Introduction:

The Bishop of Des Moines is the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594). In a unique and visible way, he makes Christ's mission present and enduring while functioning in his role as Shepherd of the diocesan Catholic community. In order to fulfill his mission, the Bishop enlists chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local church in particular ways as outlined in this position description.

RESPONSIBILITIES:

- Manage the offices of the corporation in accordance with established diocesan policy
- Hire, discharge, supervise, and manage metro region administrative personnel
- Perform responsibilities outlined in job description
- Manage metro region operations in Business & Finance, Advancement, Enrollment Management, Technology, Physical Plant and Food Service, and collaborate with the diocesan Catholic Schools Office diocesan-wide efforts in these areas
- Carry out any other duties or acts designated by the Bishop, Superintendent and Board of Education for the Diocese of Des Moines Metro Region Catholic School System.

RESPONSIBILITIES:

- **Executive Oversight of Mission**
 - Provide leadership role in promoting a Catholic way of life through Gospel values
 - Ensure and continually reinforce a culture dedicated to the highest standards of excellence in academic and co-curricular programs
 - Maintain the integrity and advancement of the mission, Catholic identity, academic excellence and operational vitality
- **Executive for Board of Education**
 - Plan agendas, attend meeting, and serve as a liaison between the Diocese, Diocese of Des Moines Metro Region Board and staff
 - Facilitate communications and represent Diocese of Des Moines Metro Region Catholic School System Board positions and decisions
 - Work collaboratively with the diocesan Superintendent to interpret the needs of the Diocese of Des Moines Metro Region Catholic schools

- Make reports to the Diocese of Des Moines Metro Region Catholic School System Board of Education to provide information needed to assist in decisions, policy formation and budgeting
- Oversee, direct and collaborate with regard to strategic planning for the operational vitality of the system
- **Executive Oversight of Fiscal Management**
 - Manage operational supervision of the annual budget and capital improvement plan to reflect budgetary priorities and maintain the quality of the instructional programs
 - Facilitate a collaborative process with building level leadership regarding budget priorities and local funds
- **Executive Oversight of Collaborative Partnerships** (Diocese, Catholic Schools Office, Parishes, Foundation, Development, Alumni and Community)
 - Communicates expectations with regard to Diocesan initiatives and policy
 - Collaborate with Catholic Schools Office to coordinate Diocese of Des Moines Metro Region Catholic School System and diocesan work
 - Foster pastor and parish relations through regular communication and board/committee representation
 - Establish and maintain positive relationships with the community by developing and operating effective school-community relations, while acting as a public advocate for the school system at all times
 - Encourage the growth of school-business partnerships and utilize the resources of the business community for mutual benefit
 - Be responsible for relationship with Dowling Catholic and Holy Family foundations
 - Foster an alumni program that provides authentic interaction between alumni and Diocese of Des Moines Metro Region Catholic School System
 - Oversee an advancement program focused on strong annual fundraising, foundation growth, and sufficient tuition assistance funds
- **Executive Oversight of Personnel and Resources**
 - Supervise Diocese of Des Moines Metro Region Catholic School System operations in Business & Finance, Advancement, Enrollment Management, Technology, Physical Plant and Food Service
 - Provide supervision, evaluation and leadership of principals within the Diocese of Des Moines Metro Region Catholic School System with assistance and in collaboration with the Catholic Schools Office (**Must hold an evaluator approval license in order to evaluate*)
 - Ensure alignment and implementation of diocesan initiatives in the areas of faith, curriculum, instruction, and assessment within the schools of the Diocese of Des Moines Metro Region Catholic School System
 - Exercise integrity, fairness, objectivity and attention to the best interest the Diocese of Des Moines Metro Region Catholic Schools in the conduct of all personnel relations and decisions
 - Utilize strategic planning process in identifying, assessing, researching and recommending capital decisions and funding
 - Provide leadership in the following areas: planning, personnel, programs, food services, technology, development, enrollment and facilities of the schools in the Diocese of Des Moines Metro Region Catholic Schools System

QUALIFICATIONS:

- **Faith Formation:** Evidence of a practicing Catholic in good standing with ability to be a spiritual leader. Commitment to the advancement of personal, personnel, and student growth in relation to the

Catholic Church; general familiarity with Catholic faith and morals as developed in Church tradition, with disposition and capacity to communicate the Catholic Church's teachings through the varied ministry activities expected of this position.

- **Education:** Advanced education administration or business degree required; ten years of successful school leadership experience preferred; Iowa Evaluator approval preferred
- **Leadership:** Demonstrated history of innovative educational leadership and strategic planning, in addition to comprehensive knowledge of Catholic doctrine
- **Managerial and Financial Experience:** Ability and experience in employee supervision, resource and enrollment management, financial planning, and best practices in Catholic School management
- **Communication:** Strong oral and written communication skills that foster collaborative partnerships and dialogue open to varying perspectives