



# BISHOP HOFFMAN CATHOLIC SCHOOL

SACRED HEART CAMPUS • SJCC CAMPUS

*“To Reach and Teach the Mind, Body, Heart, and Soul of Each Child to Bring them Closer to God”*

**Bishop Hoffman Catholic School (BHCS) is seeking a *Head of School* to provide leadership in the following areas: Catholic identity, day-to-day management of school operations, and creating a vision for the successful implementation of the BHCS mission.**

### Position Overview

The **Head of School for Bishop Hoffman Catholic School** is charged with leading the schools toward the achievement of their goal “To strive for excellence in academics, leadership, virtue and vocation to bring students closer to God empowering them to positively impact society in partnership with our community.” This is to be accomplished through leadership in spiritual, executive, development, financial, and managerial areas in cooperation with the BHCS Governing Board and Parish Priests. These responsibilities include but are not limited to short-term and long-range planning, public relations, staff oversight, fundraising, facilities maintenance and relations and communication within the BHCS family and in the greater Fremont/Sandusky County community. The Head of School reports to the BHCS Governing Board.

### About BHCS

For more than 140 years, Catholic parochial education has formed the hearts, minds, and souls of generations of students who attended the parish schools of St. Ann, St. Joseph, and Sacred Heart in Fremont, Ohio. In 2010, the Diocese of Toledo founded Bishop Hoffman Catholic School (BHCS) by consolidating the three Catholic, parish schools – along with St. Joseph Central Catholic High School. Today, the system serves a broad community of families, attracting students from Sandusky, Ottawa, and Seneca counties in Northwest Ohio, and our system includes Pre-K through 12 grade levels.

BHCS alumni are innovators and leaders who make us proud of the remarkable lives they live. Our students stand out for their drive for knowledge, their passion for a personal relationship with Christ, their energy, and their commitment to service. Along the way they are guided by a close-knit and collaborative community of educators, clergy, administrators, and a corps of highly dedicated stakeholders that help our students pursue their goals through our academic, athletic, and extracurricular activities.

Mutual respect and a commitment to core Catholic principles and values guide the mission of our School.

**We encourage all qualified applicants to prayerfully consider joining the BHCS team as Head of School.**

**Interested candidates may send resume, cover letter, salary expectations, and three (3) recent employment references to [BHCSBoard@Bishop-Hoffman.net](mailto:BHCSBoard@Bishop-Hoffman.net)**

*Please see following pages for additional information on qualifications and primary responsibilities.*

## Qualifications

1. A practicing Catholic in good standing with the church who has the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
2. Master's Degree in Business, Finance or Educational Leadership is preferred
3. Demonstrated experience in an administrative, executive, or educational leadership role is required
4. Experience in financial management, institutional or non-profit development and advancement is preferred
5. Ability to generate financial resources and supportive relationships, with the ability to solicit financial gifts with ease and confidence
6. Experience that demonstrates the ability to think strategically and to act tactically in support of strategies
7. Ability to motivate staff and stakeholders to understand their role in support of the school system in the context of institutional values and mission
8. Live within a proximity of Fremont, Ohio, and interest to become an active part of the community
9. Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

## Summary of Responsibilities

### Catholic Identity

1. Dedicated to the ministry of Catholic education, modeling Gospel values through participation in major religious experiences and shares with the administrative team the ongoing spiritual direction for the system.
2. Fulfills the mission of the Church to teach the religious and moral doctrine of the Church, ensuring that Catholic identity is included in school activities.
3. Ensures that knowledgeable persons are secured and evaluated to the proper teaching of the faith in the church's mission of Catholic education across all disciplines.
4. Works with Priests and appropriate staff on spiritual leadership, Catholic identity, and related activities.
5. Fosters the involvement of the BHCS faculty, staff, students, and families in the life of their parishes.

### Leadership

1. Demonstrates ability to organize and compile data for various diocesan, state and federal reports.
1. Is a strong and inspirational leader, partnering with the governing board, priests, staff, parents and others in the BHCS family. Fosters professionalism, collegiality, and ethical conduct in the faculty. Contributes to the building of a positive morale among faculty, staff and students.
2. Upholds the academic and ethical standards of the school.
3. Provides for the professional development of the faculty.
4. Stimulates and participates in the dialogue about teaching and learning at school.
5. Acts as the schools' liaison with the Diocese of Toledo, area Public School systems, and any appropriate agencies.
6. Involved in the recruitment and admission process for students.
7. Oversees the hiring and termination of staff and executing contracts as applicable.

### Development, Marketing, and Public Relations

1. Actively supports plans include strategic planning that fosters stewardship and advancement of Bishop Hoffman School.

2. Communicates and collaborates with parish staffs, parents, parishioners, alumni and friends through parish visits, newsletters and other means. Acts as official spokesperson for the schools, especially during a crisis, or delegates this role appropriately.
3. Involved in marketing, public relations and publications to ensure the appropriate communication of the purpose and programs of the system.
4. Attends and supports major fundraising events and helps generate financial resources for the school system and sustain supportive relationships.
5. Actively and effectively promotes the image and reputation of Bishop Hoffman Catholic Schools.

### **Governing Board**

1. Meets regularly with the governing board; provides monthly accurate program reports to the board and to the diocesan bishop as requested; prepares and presents an annual State of the Schools report to the board and the bishop as requested. Keeps the board informed regarding system-related matters, objectives, needs and plans.
2. Serves as a liaison between employees and the governing board
3. Assesses and evaluates principals and administrators; recommends the hiring and termination of principals and administrators to the board; recommends measures to ensure the school is supplied with an adequate and professional teaching and instructional staff; and any other roles that may be designated by the board as necessary and appropriate.
4. Works directly with the board to ensure implementation of board policies.
5. Works with the board on any legal matters affecting the school and for retaining counsel through the Diocese.

### **Finances**

1. Works closely with the finance committee and business manager in preparing the annual budget to be submitted to the governing board for approval.
2. Works closely with the business manager and other members of the administrative team to ensure the approved budget is enacted.
3. Works with the finance committee and business manager on creating a financial plan for the system's long-term needs.
4. An active member of major fund-raising efforts, especially representing the school in new outreaches to potential donors and securing new revenue streams.
5. Works closely with the finance committee, business manager and priests to determine financial assistance commitments from the sponsoring parishes on an ongoing basis, forecasting three to five years.

*All of the above are subject to change based on school system's need and BHCS Governing Board discretion.*