JOB OPENING
PRESIDENT of TRINITY HIGH SCHOOL

The Board of Directors of Trinity High School is seeking an enthusiastic, mission-focused President to serve as the Chief Executive Officer of Trinity High School. Founded over 100 years ago, Trinity High School, is a Catholic college-preparatory high school located in River Forest, Illinois that serves approximately 450 young women. As a sponsored institution of the Dominican Sisters of Sinsinawa, Wisconsin, Trinity has earned an excellent reputation as a premier high school with a strong commitment to empowering young women and educating them for their future intellectually, spiritually, socially, and morally.

At Trinity High School, the goal of achieving academic excellence is promoted by a single-gender environment which fosters self-esteem and empowers girls to fully meet high academic challenges, grow into self-confident women, and lead a life of significance. Trinity is affiliated with the International Baccalaureate Organization in Geneva, Switzerland, the premier global honors program, and offers students the opportunity to achieve an IB diploma or certificate. In addition to its academic excellence, 95% of the student body participates in competitive athletic teams, creative fine and performing arts curriculum, faith-filled service programs, and student led clubs.

Trinity High School is academically strong, financially stable, and filled with Blazer spirit. The Board of Directors, therefore, believe that Trinity is well positioned to achieve a new level of excellence with the leadership of a dynamic, mission-focused President.

POSITION

The President is the Chief Executive Officer and, as such, has the overall responsibility for the effective management of the school and promotion of the Sinsinawa Dominican educational mission and its Catholic values. The President’s direct reports include the Principal, the Chief Financial Officer, and other administrators. The President is charged with overall management of the institution’s programs, personnel, facilities, and budget.

Overall, the President’s highest priority is to create and foster a professional learning environment in which faculty and staff collaborate to design and implement strong academic programs, develop and promote extracurricular activities, and work together to resolve academic and related operational issues.

RESPONSIBILITIES

As the leader of the Trinity community, the President bears responsibility for the following:

- Ensuring that Trinity’s Catholic identity and Sinsinawa Dominican Mission are embedded in the culture in ways that bring them to life.
- Designing and implementing an organizational structure that enables the Trinity community to achieve the School’s vision and mission.
- Developing and managing a robust marketing program and student recruitment effort to attract students and grow enrollment.
· Directing an effective Institutional Advancement program that provides financial resources to meet operational needs, grow the endowment, and provide scholarships.
· Overseeing the hiring, supervision, and termination of employees; the President approves all hires and terminations.
· Serving as the School’s spokesperson and legal representative of the School to all governing bodies, the Archdiocese, associations, legal counsel, and local communities.
· Overseeing School finances, including the development of the yearly budget in collaboration with the CFO, Principal, and other administrators, subject to the approval of the Board of Directors.

QUALIFICATIONS AND CHARACTERISTICS

The successful candidate for President of Trinity High School will be an individual who:

· Has a strong personal value system, grounded in the Catholic tradition.
· Possesses a genuine passion for single-gender Catholic education and the empowerment of young women.
· Is an experienced administrator skilled in collaborative leadership and with a practical understanding of secondary education.
· Has demonstrated skills in areas including development, marketing, finance, administration, and public relations.
· Has the ability to effectively articulate and communicate the vision and mission of the institution to a broad range of constituents.
· Has an accessible and approachable style, with a willingness to listen and encourage the development of new ideas.

APPLICATION PROCESS

Candidate should submit a resume and a cover letter that includes a short essay on “Administration as Mission.” In addition, list three professional references with contact information. Submit all materials to:

    Trinity High School Presidential Search
    7574 W. Division
    River Forest, Illinois  60305

Deadline: Applications will be accepted until position is filled.

Start Date: Preferably by September 1, 2019
POSITION DESCRIPTION
PRESIDENT
Trinity High School

GENERAL DESCRIPTION
The President is the Chief Executive Officer of Trinity High School, River Forest, Illinois and works to advance the school on all levels. The Sinsinawa Dominican Corporate Members, upon the recommendation of the Board of Directors of Trinity High School, appoint her to the position of President. The President is accountable to the Board of Directors for the overall direction of the school’s programs, policies, and affairs in order to achieve the mission of school as set forth in the Articles of Incorporation, the By-laws of the Corporation, and the official documents of the Sinsinawa Dominican Congregation and Trinity High School. While the ordinary details of the high school’s administration are the responsibility of the principal and other administrators, the President works closely and collaboratively with the entire administration in furthering the mission of Trinity High School.

SPECIFIC RESPONSIBILITIES

Philosophy and Policies
- Review philosophy and policies of the institution to ensure agreement with and promotion of the educational mission of the Sinsinawa Dominicans and Trinity High School
- Articulate an educational philosophy for the school that furthers the academic excellence of the school and delegate to the principal the implementation of policies established as an outgrowth of this philosophy
- Promote a spirit of unity within the whole school community and establish modes of communication that promote this among faculty, staff, and administration

Personnel
- Establish fair and just personnel policies for all employees and ensure their enforcement
- Recruit and hire the Principal, Chief Financial Officer, and other senior level administrators
- Supervise and participate in an annual evaluation of the principal and other administrators
- Review and sign all employee contracts

Faith community
- Promote the Catholic religious tradition of the school among faculty, staff, students, and families
- Model Gospel values in relationships, in participation in prayer and other religious experiences, and in service to others

Planning
- Provide direction for the development of an ongoing program of strategic planning and institutional advancement
- With the Board, evaluate, yearly, all programs of academic, strategic, and advancement planning

Finances
- Prepare and present a yearly budget to the Board of Directors, both a preliminary and final one, utilizing assistance of the Chief Finance Officer, the Principal, and other administrators as appropriate; the
completed budget upon recommendation by the Board of Directors is submitted to the Sinsinawa Dominican Corporation Members for final approval.

- In collaboration with the principal, the CFO, and the Finance and Facilities Committee, monitor, review, and adjust the budget as needed throughout the academic year
- Maintain five-year financial projections.
- Determine resources for and parameters to all financial aid and internal scholarships.
- Provide for the maintenance of a clean and safe physical environment.

**Development**
- Work with the Board and administration to establish an effective Institutional Advancement program, including an annual fund drive, benefit fundraisers, public relations, communications, alumnae relations and student recruitment.
- Work with the Development Office staff to direct, implement and evaluate all development programs.
- Evaluate all Advancement programs annually.

**Communication and public relations**
- Articulate Catholic educational vision of the school to various publics
- Serve as main spokesperson for the school to the Archdiocese, community at large, and the Sinsinawa Dominican Congregation and the Sponsors Council liaison
- Communicate frequently with stakeholders, through the use of letters, newsletters, brochures, news releases, reports, events, etc.
- Attend Booster Club, Alumnae and Parents Club meetings, and other school committees when necessary and appropriate.

**Groups and individuals outside the school community**
- Prepare reports for the Corporate Members and Board of Directors as provided for in the by-laws.
- Represent the school to the Archdiocese, Sinsinawa Dominicans, Trinity Corporate Members, and accrediting agencies
- When appropriate, carry out directives from above groups and individuals, cooperate in regard to planning, on-site visits and special projects.
- Participate in retreats and seminars for administrators of Sinsinawa Dominican sponsored ministries.

**Board of Directors**
- Report monthly to and be accountable to the Board of Directors as directed by Trinity High School by-laws.
- Work with and attend, when necessary, all Board Committees
- Participate in an annual performance evaluation with the Board of Directors