



Job Description **PRESIDENT**

ABOUT THE OPPORTUNITY

The President of Damien Memorial School is appointed by the Sponsor Council upon the recommendation of the Board of Directors and serves as the chief executive officer of Damien Memorial School. The President is appointed for a three-year term that may be renewed. The President serves at the pleasure of the Sponsor Council who has the sole responsibility for the length of the service. This role is one of leadership, planning, vision, external affairs, institutional advancement and financial stewardship.

The primary responsibility of the President is to maintain the Mission of the School as a key part of the teaching ministry of the Roman Catholic Diocese of Honolulu and the Edmund Rice Christian Brothers North America. This responsibility is guided through the implementation of *The Essential Elements of an Edmund Rice Christian Brothers Education*.

As Chief Executive Officer of the school, the President has general charge and control of its business and properties; signs and executes contracts and other written instruments in the name of the school as authorized by the Sponsor Council and/or the Board of Directors. The President directs all long-range planning and is responsible for the financial stability of the school, institutional advancement and community relations. As such, the President delegates the educational administration to the Principal, and public relations, recruitment, and fund raising to the Director of Institutional Advancement. While respecting this delegation, the President works closely with the Board of Directors and with each of the administrators in formulating policies and setting direction and goals for Damien Memorial School as an exemplary Middle and Secondary Catholic School. The next President will have a strong and collaborative team in place that is eager to support new leadership.

More specifically, the President has the following duties:

1. Spiritual leader
 - a. Affirms the school's mission and commitment to the Essential Elements of an Edmund Rice Christian Brother Education.
 - b. Facilitates the life of the school as a Christian Community and a Catholic institution according to the vision, philosophy and goals of the Congregation of Christian Brothers and their founder, Blessed Edmund Rice.
2. Academic Leader
 - a. Oversees, supervises and evaluates the principal and works to develop the academic and academic support programs.
 - b. Keeps the Board of Directors informed regarding school related matters, objectives, needs and future plans.
 - c. Oversees the school accreditation process and implementation of the school's Future Planning document (accredited through WCEA/WASC/HAIS).
3. Board Relations

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- a. Is a member and Executive Officer of the Board of Directors of Damien Memorial School serving as an ex-officio (non-voting) member of the board and all the Board's standing committees.
 - b. Takes responsibility with the Board of Directors for recruiting and training new Board members and for on-going board development.
 - c. Provides leadership in strategic planning and works to implement a long-range plan aligned with the school's WCEA/WASC/HAIS Accreditation Future Planning document.
 - d. Uses the expertise of the Board of Directors and community expertise to supplement membership for standing committees of the board.
 - e. Uses the expertise of faculty and administrators for future planning with the Board of Directors and to contribute to the standing committees of the Board.
4. General Administration
- a. Is the final authority on the local level.
 - b. Provides regular reports to the Sponsor Council and Board of Directors on the status of the school.
 - c. Defines lines of communication and accountability with administrators.
 - d. Collaborates with the Finance Committee of the Board and the Business Manager to prepare, implement and monitor an accurate annual budget, ensuring accurate & timely financial reports to the Board of Directors.
 - e. With the Board of Directors, the President determines salaries, fringe benefits and working conditions of faculty and staff.
 - f. Approves the hiring, firing and promotions of all personnel.
 - g. Signs the contracts of faculty, administrators, staff jointly with the principal.
 - h. Oversees the physical plant/maintenance operations.
 - i. Oversees technology advancements, hardware development, System security and ethical use by all students and personnel.
 - j. Evaluates the Chief Financial Officer and the Director of Institutional Advancement.
5. Advancement and Public Relations
- a. Actively represent Damien Memorial School to all constituencies i.e., alumni, parents, donors, media, community, etc. Acts as official spokesperson of the school.
 - b. Oversees and helps to implement the Institutional Advancement program of the school to insure long-term financial viability
 - c. Assumes responsibility for successful marketing of the school, including public relations and enrollment management.
 - d. Represents Damien at civic, religious and public functions.

QUALIFICATIONS

- Practicing Catholic and accomplished servant leader with passion for the vital mission of Catholic schools.
- Advanced degree in education, or related fields.
- Significant experience as a building Principal preferred; successful executive leadership in a Catholic Middle/High School is desirable.
- Experience with innovative instruction; knowledgeable about and genuinely committed to progressive education.

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- Personal and professional passion for academic excellence, diversity, and inclusion to support student and faculty growth.
- Ability to develop and articulate the school's vision and strategy.
- Possess the tactical skills to create and implement a strategic plan with a view for continuous improvement to differentiate and promote the school's brand.
- Advanced understanding of business operations and processes to ensure the fiscal health of the school.
- Ability to engage, lead and motivate.