HEAD OF SCHOOL
Saint Vincent Academy
(Newark, NJ)

Saint Vincent Academy, founded in 1869 and sponsored by the Sisters of Charity of Saint Elizabeth, is a Catholic, college-preparatory high school for women of diverse backgrounds, many of whom face societal and economic challenges. Located in Newark, New Jersey, the Academy prepares local urban women to be creative participants in society by empowering them with rigorous academic learning and life-enhancing Gospel teachings. This nurturing, disciplined community supports a culture of high expectations, a love for learning and the attainment of the knowledge, skills, values and attitudes that promote personal and professional fulfillment.

The Academy instills in students a confidence in themselves as women, a belief in God's love for them and in the power of community. The Saint Vincent Academy experience inspires students to develop lifelong commitments to Christian service and a capacity for hope, compassionate leadership and the desire to transform the world into a more just and peaceful society. Saint Vincent Academy has an outstanding record of success with its students. 100 percent of the student body graduates with a high school diploma. Generally, nearly 100% enroll in post-secondary education, and students are offered significant scholarships to attend a range of colleges and programs.

After nearly 150 years as a mission of the Sisters of Charity, the Academy recently established itself as an independent nonprofit, governed by a Board of Trustees and Corporate Members. As part of this transition, the Board and Members have created this "Head of School" ("Head") position to serve as day-to-day leader of the school.

Head of School Position Summary

The Head of School embodies the mission of the school and articulates the mission for all aspects of the school's program. In keeping with the school's mission, the Head of School fosters the traditions, philosophy, relationships, and practices that determine the school's climate and culture.

The Head of School is responsible for the overall management of the school, in accordance with the Board's policies. In coordination with the President, the Head of School is the spokesperson for the school with its internal and external constituencies including students, parents, faculty, staff, alumnae, neighbors, the Archdiocese and the business community, governmental agencies, and local, state, regional and national educational organizations and accrediting agencies.

Management of the school is a collaborative process, with the Head acting as "servant leader," empowering the Student Services director, faculty and staff to partner with the Head in the day to day management of the school. Though much of the actual work is properly delegated, the Head of School has ultimate and overall responsibility for Board relations, curriculum and instruction, student life, business affairs and admissions. Advancement, development, fundraising and income generation will be a shared responsibility with the Academy's President.

THE Giving Institute™
Shared intelligence.
For the greater good.
MEMBER

Corporate Headquarters: 580 Sylvan Avenue, Suite M-B, Englewood Cliffs, NJ 07632
201-568-3898   201-568-8783   info@ruotoloassoc.com   www.ruotoloassoc.com

Qualifications

Leading a school ingrained in Catholic faith and practices, the Head of School for Saint Vincent Academy should have a background rooted in Catholicism, while accepting and encouraging diversity and inclusiveness in the student body. In addition, the successful candidate will have:

- Minimum of a B.A. degree, with a master's degree in an education related field preferred
- Administrative experience in an educational setting with demonstrated leadership qualities
- Measurable success in fundraising from a variety of donors
- Experience in working with and inclusion of a widely diverse student population
- A history of working collaboratively with staff, volunteers and a Board of Directors

Salary competitive and dependent on qualifications. References will be required.

To Apply:

This search is being conducted by Ruotolo Associates Inc. Interested candidates can submit cover letter and resume to: info@ruotoloassoc.com. Please include "Saint Vincent Academy – Head of School" in the subject line.