

Venango Region Catholic School President Position Announcement

Venango Region Catholic School, a private, educational institution of the Diocese of Erie for students Pre-K through Grade 12, is seeking to fill the position of president to lead and direct operations of the school system, fulfill the educational needs of students in accordance with the mission of the school, implement its philosophy and meet its objectives.

The ideal candidate is:

- ✓ Able to articulate the intellectual and moral traditions of the Catholic Faith.
- ✓ Committed to the mission of Catholic Schools.
- ✓ Focused on Faith formation and Catholic Identity.
- ✓ Focused on student achievement.
- ✓ Able to engage in positive relationships with parents, students and the community.
- ✓ An excellent communicator exhibiting strong organizational, interpersonal, oral and written abilities.

Required Qualifications:

- ✓ A practicing Catholic in good standing with the Catholic Church
- ✓ Valid and active Pennsylvania Administrative Certificate (Applications from candidate out of state and those currently enrolled in an administrative certification program will also be considered).
- ✓ Master's degree in Education or related field.
- ✓ Minimum of 5 years in education, including school administration (Catholic school administration strongly preferred), and demonstrated ability to function in this arena.
- ✓ Required clearances.
- ✓ Familiarity with budgeting and financial reporting.

Desired Qualifications:

- ✓ History of effective fundraising, fiscal responsibility, and public relations initiatives.
- ✓ Collaborative and social competence in managerial and supervisory tasks.
- ✓ Demonstrated ability to lead change processes in complex situations.
- ✓ Demonstrated record of developing educational programs.

A complete job description may be viewed at www.eriercd.org/employment.html

Interested candidates should forward a completed application packet to President Search Committee at VRCSsearchcommittee@gmail.com or by mail to 1505 W. First Street, Oil City, PA 16301. Applications will be accepted until the position is filled.

The application packet should include the following 15 items:

1. A letter of interest that includes desired compensation
2. Completed application form*
3. Current résumé
4. Official university transcripts
5. Three current letters of reference
6. Pastor recommendation form*
7. Current Pennsylvania health report*
8. Copy of all active PDE certifications
9. The following clearances:
 - a. Diocesan Statement of Intent of Compliance
 - b. Current Act 34 PA State Police criminal record check
 - c. Current Act 151 PA Department of Public Welfare Child Abuse History Certification
 - d. Federal Criminal History Record Clearance
 - e. PDE Form 6004 (Arrest Conviction Report)*
 - f. Diocesan Mandated Reporter Compliance Document
 - g. Act 168 Sexual Misconduct/Abuse Disclosure Release*

* Application form, PA Health Form, Pastoral Recommendation Form and Act 168 Release may be found at: www.eriescd.org/schools/teachingforms.html

Venango Region Catholic School

Job Description President

The President shall be the administrative head of VRCS and be primarily responsible for the effective operation of the school system as an educational institution. The President shall embody the mission of Venango Region Catholic School and articulate the mission for all aspects of the school's program. In keeping with Venango Region Catholic School's mission, the President shall foster Catholic traditions and place Christ at the forefront of the student's lives, turning to God for Guidance and support. The VRCS President shall develop a personal relationship with Christ through the practice of prayer, worship and sacraments. The VCRS President shall demonstrate significant knowledge of Catholic beliefs and Catholic doctrine. The President shall develop relationships, and practices that emphasize Venango Region Catholic School's climate and Catholic Identity.

Except as otherwise limited by law, the Bylaws of VRCS, a resolution of the Board of Members and/or a resolution of the Board of Directors, the President shall have all the powers and authority normally and customarily associated with the office of president of a business Association, including, but not be limited, to the following:

1. The President shall be responsible for the overall development of the best possible learning opportunities for the students through the professional development of the staff, the curriculum, the safety, the security and the resources available in the community;
2. The President shall be responsible for overall enrollment management of the Association;
3. The President has the power to design, assign, and implement areas of responsibilities to staff personnel which would benefit the educational environment of VRCS;
4. The President shall work in conjunction with the appropriate members of the Diocesan Staff to ensure that all Diocesan policies are supported and maintained;
5. The President shall be responsible for the overall fiscal management of the Association and work closely with the Board of Directors to plan the budget of the Association;
6. The President shall be responsible for the maintenance and repair of all physical facilities operated by the Association subject to budgetary constraints;
7. The President shall be responsible for formulating and presenting to the Board of Directors the strategic plan of the Association for the long range growth and development of VRCS through the creative planning and implementation of spiritual, curricular, financial and capital improvement projects;
8. The President shall be responsible for formulating and presenting to the Board of Directors the strategic plan of the Association for the short term for the operational, curricular

and financial integration of St Stephen School, St. Patrick School and Venango Catholic High School;

9. The President shall be responsible for the completion of all required reports that are submitted to the Diocese of Erie, the Pennsylvania Department of Education and the Middle States Association;

10. The President shall be the liaison from the Board to the Members, and specifically the Chairman of the Members;

11. The President shall direct matters relating to public relations, community affairs, and development in order to advance the image of VRCS and ensure long-term financial security, including meeting regularly with prospective and actual donors of the community to secure both public relations support and financial donations. The President shall be the spokesperson for Venango Region Catholic School with all its internal and external constituencies including but not limit to students, parents, faculty, staff, alumni, neighbors, business community, local, state and the Middle States Association;

12. The President shall determine the distribution of financial aid to families based on the need or academic requirements of each program and the criteria of the Board;

13. The President shall keep the board informed of all matters relating to VRCS at board meetings and immediate communication following major school event or happenings. The President shall see board records and minutes are properly filed, and shall otherwise assist the VRCS board as asked. The President shall prepare an annual State of the School Report that focuses on the following dimensions of VRCS: academics, athletics, building, Catholic identity, community relations, developments, finances, professional standards, school climate, school image, and the future, which shall be submitted to the Board of Directors and the Members of the Association 30 days prior to their annual meeting;

14. The President, in cooperation with the Chair of the Board, shall prepare the agenda for each scheduled meeting of the Board of Directors;

15. The President shall review annual requests for instructional materials and secure funding for requests that are beyond allocations provided by the government;

16. The President shall consult annually, or as otherwise needed, with the Bishop's representative concerning the assignments and evaluations of priests or deacons assigned to VRCS;

17. The President shall evaluate the performance of the members of the administration and provide a formal report to the Catholic Schools Office;

18. The President shall work with the Board to discuss and develop salaries, fringe benefits and working conditions for all employees of VRCS;

19. The President shall consult with the Board and with the appropriate members of the Diocesan staff in the hiring of any and all Principal(s), in the school system;

20. The President shall consult with the Board prior to the hiring of Director(s) (i.e. Finance, Advancement, Enrollment, etc.) as needed.

21. The President shall hire and dismiss all staff of the Association: Provided, however, that the President may not hire or dismiss, without the prior written consent of the Diocesan Bishop, any Diocesan clergy assigned to any capacity within the school system; provided further, the President shall consult with principals on all personnel matters including hiring and termination involving their respective divisions;

22. The President shall delegate such duties and authority as the President may deem appropriate to any subordinate if applicable; and .

23. The President shall perform such other duties and functions as may from time to time be assigned by the Members.