



*Graduating students who achieve academic excellence, practice Christian spirituality,
and prepare to be of service to the world.*

St. Peter's School in Mansfield, OH is conducting a search for its Head of School. Founded in 1868, as a ministry of St. Peter's Catholic Church, St. Peter's School serves over 250 diverse students in grades pre-K-12, including a Montessori Program. St. Peter's provides educational programs in a Catholic-Christian environment for students of all races, creeds, and socioeconomic levels within and beyond Richland County. Over the past five years, 93% of St. Peter's graduates went on to attend a college or university.

St. Peter's School is a Catholic community of grace, striving for excellence, where every student is known, valued, and loved. Dedicated to educating the whole child, St. Peter's School is looking for a creative, dynamic individual to continue these traditions and move the school forward in its attainment of excellence in all areas.

Position Description and Key Responsibilities

The Head of School will provide educational, spiritual, executive, financial, advancement, and managerial leadership in order to achieve the fullest attainment of St. Peter's School's mission.

Key responsibilities include but are not limited to:

- nurturing the faith development of the faculty, staff, and students by providing opportunities for spiritual, moral, and community growth,
- setting annual school-wide goals and priorities, then allocating resources to attain them.
- upholding and promoting the academic and educational standards of the school, striving for academic distinction and recognition,
- overseeing the recruitment, retention, and professional development of faculty and staff; assessing and evaluating building principals,
- managing the school's financial, capital and human resources, including technology, facilities, personnel, and budgets,
- allocating and administering all third-party funding from donors, federal, state, and local agencies,
- acting as a liaison with the Diocese of Toledo and any appropriate agencies or organizations,
- implementing objectives from the school's strategic plan, including academic excellence and fiscal stability,
- helping develop financial resources for the school,
- creating and reporting on key performance indicators to assess the school's success,
- exhibiting dedication to the ministry of Catholic education by modeling Gospel values and enhancing the Catholic identity of the school, and
- communicating and collaborating with parish, staff, parents, parishioners, alumni, and community members, acting as the official spokesperson for the school.

Qualifications

In addition to being a practicing Catholic, active in a parish, with a strong commitment to Catholic education, the qualified candidate must have appropriate State of Ohio licensure/certification, and be able to meet all Diocese of Toledo employment requirements.

Qualified candidates will additionally have and be able to exhibit:

- strong academic credentials: advanced degrees in education, academic administration, and/or business administration preferred,
- substantial experience in school, non-profit, and/or business administration,
- strong educational leadership, vision, and managerial skills with a proven track record of managing, collaborating with, and inspiring colleagues in the achievement of objectives,
- an understanding of and appreciation for the work of educating children from early childhood through graduation,
- familiarity and ease with financial statements and processes, as well as the ability to generate financial resources,
- exceptional communication and public relation skills,
- willingness and skill set to assist with institutional development and marketing efforts, and
- excellent organization and problem-solving abilities.

Application Requirements

Candidates should submit no later than March 31, 2024 an application package including the following:

- A cover letter indicating why they are interested and qualified for the position, as well as salary requirements.
- A current resume.
- A statement detailing the candidate's educational and leadership philosophy, vision and background, focusing on how he/she would enrich St. Peter's School.
- The names, addresses, and telephone numbers of three references. (We will obtain permission from candidates before contacting references).
- *Optional: Other supporting materials (articles, speeches, letters of recommendation, and other materials that would be useful to the School Board).*

These materials should be sent via email to The St. Peter's School Board at board@myspartans.org