



POSITION SPECIFICATION

PRESIDENT

Billings, MT



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REPORTING TO: Superintendent and/or Pastor and/or Billings Catholic School Board

LOCATION: Billings, MT

COMPANY DESCRIPTION

BILLINGS CATHOLIC SCHOOLS

<https://billingscatholicschools.org>

Billings Catholic Schools serve 1,000 students grades PK-12 from Billings, Montana, and surrounding areas. The staff is comprised of over 100 certified teachers, administration and support staff, many of whom hold advanced degrees in their field. Saint Francis is accredited by the Western Catholic Education Association, and Billings Central Catholic High School is accredited by the Montana Office of Public Instruction, AdvancedEd, and the Western Catholic Education Association.

With smaller classroom sizes and low teacher to student ratios, each student is known and cared for as an individual. Expectations are high for each child, and each child receives the support they need to meet and exceed those expectations. With a foundation of faith, family spirit, and academic excellence, students learn not only to excel academically, but also to respect themselves and others, to know what it means to be a part of a team, and to see and understand the need to make a positive difference in their community and the world around them.

Billings Catholic Schools is known for its academic excellence. Test scores, graduation rates, number and variety of honors, advanced placement and dual enrollment courses offered, college placement, and scholarship offers received evidence the academic excellence that defines Billings Catholic Schools.

SCOPE AND RESPONSIBILITIES

The President serves as the Chief Administrating Officer and is responsible for the overall Billings Catholic Schools (BCS) administration and performance in complete accordance with the policies of the diocese. The President shall act as the liaison between the local Billings Catholic School Board of Directors and Diocesan Superintendent for communication and collaboration. The President works with the Board of Directors as a representative of the school's teachers, students, and parents to establish the strategic direction of the organization, and to develop and implement effective policies and programs to support the organization's mission and values. The President provides all supervision for the administrators, faculty, and staff at all facilities and the administrative, financial, and business operations of BCS. S/he actively participates in BCS fundraising efforts and represents the BCS Foundation's purpose and programs to community partners, donors, outside organizations, the public, and the diocese. The President maintains a positive and collaborative relationship with the BCS families and students, parishes/diocese, community, and BCS Foundation and donors to deliver a Catholic education program and climate that supports faith, family, and academic excellence.

- **Strategic Planning and Leadership**

- In conjunction with the BCS Board and Leadership Team and the Foundation staff, the President is responsible for the strategic vision and strategy for the BCS Foundation by developing and implementing a long-range strategic plan and annual plans.

- Formulates and implements effective strategies that align to the strategic plan and creates annual organizational and individual goals, objectives, and activities that can be effectively measured for both the organization and each direct report.
- Provides inspirational leadership to the staff and creates an environment that focuses on growth and accountability to ensure progress toward the vision and goals is met.
- Provides leadership for staff related to professional development and training.
- Responsible for the overall culture and environment in BCS and addresses all areas of concern, including personnel, that may arise.

• Educational Leadership

- The President has the ultimate responsibility and oversight of the educational leadership, technology, spiritual formation, and personnel supervision of the administration, faculty, and staff of BCS.
- Provides regular meetings, training, communication, and collaboration with the educational leadership and administrative team.
- Oversees all development efforts and ensures that these efforts meet their goals effectively.
- Ensures all staff have the appropriate professional development and training in all areas, including curriculum and technology, and are offering cutting edge and progressive educational programs.
- Ensures that the curriculum and materials used in all levels of education are effectively selected, evaluated, implemented, and accessed on a regular basis.
- Ensures that the team responsible for technology has effectively selected, evaluated, implemented, and accessed all technology on regular basis. A technology (equipment, licenses, and software) plan, inventory, and assessment is completed every year.
- Direct the application and accreditation process for the schools and curriculum.
- Responsible for ensuring that staff members are aware of and adhere to the policies of BCS and Diocese of Great Falls/Billings.
- Be knowledgeable of all state and federal educational programs and legislation that impact Catholic Education.
- Ensures that the day-to-day educational leadership is effectively performing their duties and that communication with students and parents is relevant and timely.

• Administrative Operations

- Ensures the administrative leaders (finance, technology, etc.) have day-to-day oversight, alignment with goals and priorities, and evaluation of performance.
- Develops, reviews, standardizes, and monitors all policies and contracts governing the operation of Billings Catholic Schools.
- Manages all BCS personnel including hiring, terminating, supervising, encouraging, mentoring, and evaluating BCS employees.
- Oversees the administrative policies and procedures, including operations, business functions, budget and AR/AP, payroll, procurements, and other related business and financial processes, contracts.
- In alignment with school and diocese policies, develops and implements all policies and procedures for the Human Resource functions including hiring, benefits, annual evaluations, documentation, contract renewal/non-renewal.
- Oversees all administrative matters for the organization such that operational details are handled routinely, smoothly, and accurately.
- Exercises reasonable and necessary precautions to safeguard personnel, students, supplies/materials, equipment, and facilities.
- Ensures all technology related to operations (equipment, software, licenses) is evaluated, inventoried, and assessed on a regular basis.

- Ensures there is a long-range facilities master plan and is responsible for the physical environment and safety of all BCS facilities.

- **Strategic Enrollment Management**

- In alignment with the board, administrative leadership, and finance/business committee, creates and develops an annual strategic enrollment management process.
- The Strategic Enrollment Management Process must include systems, processes, and evaluation that address:
 - Annual Marketing Plan
 - Detailed process that utilizes a CRM (Customer Relations Management tool) to track all inquiries through application/enrollment
 - Specific training for all staff on the recruitment and retention and accountability to/for all staff to engage in the recruitment and retention process
 - Methods to evaluate annual customer satisfaction
 - Scholarships and Financial Assistance that is carefully evaluated and managed to reach the goals outlined in the annual strategic plan.
 - Regular reporting and data analysis on the enrollment process.

- **Fiscal**

- Oversees the staff and manages the BCS's fiscal affairs including preparing the budget for approval by the Board of Directors, monthly reconciliation and reporting, oversees the accounting functions to ensure accounting standards and policies are followed and monitors the investment portfolio activities and results.
- Monitors BCS income and authorizes expenditures.
- Oversees the execution of effective financial administration policies and actions.
- Ensures the annual audit is completed and follows through with all aspects of the audit recommendations.
- In alignment with the Strategic Plan, facilities plan, educational needs, and foundation giving, creates an annual budget and evaluates the progress toward budget on monthly basis. Holds administrative leaders accountable for budget outcomes.

- **Board of Directors**

- Participates in the planning process and provides leadership and direction to the Board as it relates to organizational advancement.
- In alignment with the school board chair, develops the school board agenda and calendar, ensures minutes are distributed, and ensures all committees and task forces have regular meetings, agenda, minutes, and accountability.
- Implements policies, procedures, and directives of the Board of Directors.
- Designs and conducts training for new Board members and on-going training as needed or requested by the Directors.
- Prepares and distributes information the Executive Committee, Board of Directors, and committees in a timely and effective manner.
- Attends all BCS board meetings, committee meetings, and task force meetings. Attend the BCSF board meetings.
- Develops and implements the annual process for the selection of new board members.

- **Professional Responsibilities:**

- Maintain a consistent and positive presence at Billings Catholic School events.
- Maintain the highest standards in all aspects of professional and personal conduct.
- Communicate and collaborate effectively with all staff at the BCS and BCS Foundation, donors, alumni, parents, students, parishes, and the community.

- Maintains a positive and proactive relationship with School District 2 and other educational organizations throughout our community and state to create effective partnerships and leverage collaboration.
- Must be an inspirational and engaging leader that understands how to build teams, create leaders, think strategically, and support volunteers.
- Exhibit the ability to think big picture, be visionary in leading toward future growth and also strong attention to detail and organization at the same time.

- **Accountability:**

- The President is employed by and reports to the Billings Catholic Schools Board, in collaboration with the Diocese of Great Falls/Billings and the Diocese Superintendent.
- The President works in close cooperation with the BCS Board Chair to report on the status of the organization. The President is accountable for fulfillment of the mission of BCS.
- As outlined in specific job duties, accountability is communicated through the approval of annual goals and strategies: including financial goals, and monthly written reports to the board.
- The President is also responsible for evaluating the performance and completion of annual goals for all staff who report directly to the President.
- The President is formally evaluated annually by the Executive Committee of the Board of Directors in collaboration with the Superintendent of Schools.

- **Employment**

- After a Diocesan approved application, screening, interview, and selection process, the Billings Catholic School Board and Superintendent shall recommend the Chief Administrator to the Bishop.
- The terms of employment for the President will comply with Diocesan policy, as an exempt, full-time employee (twelve (12) months/year).

- **Salary**

- The President's salary is negotiable, subject to the approval of the Billings Catholic School Board.

KEY SELECTION CRITERIA

- Graduate degree or higher in education, administration, or related field is required
- A minimum of five (5) years' experience in a Catholic school/Catholic organization or related fields/area; experience in teaching and/or administration in a Catholic School environment preferred
- Active, practicing Catholic
- Educational license in school administration is preferred
- Ability to provide visionary leadership, execute long-range planning, and develop strategic direction for both a school system and in collaboration with a foundation.
- A background in implementing key business practices, fiscal management, human resource functions, and business operations preferred
- A background in Strategic Enrollment Management and understanding how to effectively implement scholarships and financial assistance in a private school environment
- Demonstrated successful experience leading teams, supervising staff, working with volunteers/community, and creating a forward thinking, engaging, and accountable work culture
- Experience in managing operations, creating, and implementing policies/procedures

Please direct all applications and inquiries to Tedric Palmer at
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