

**Director of Schools
Catholic Schools of Fairbanks
and
President, Monroe Foundation, Inc.
Job Description**

The Catholic School Board of Directors under the Catholic Bishop of Northern Alaska appoints the Director of Schools (Director).

The USA West Province of the Society of Jesus (Jesuits West) endorses the mission of the Catholic Schools of Fairbanks and supports the Director in his or her care of that mission.

The Director serves as the executive officer of the Board of Directors (Board) and performs those functions specifically delegated to the Director by the bylaws, policies and directives of the Board. The Director is responsible for the efficient operation and management of the Catholic Schools of Fairbanks and the Monroe Foundation, including its educational programs, employees, facilities, finances, property, public relations, and student activities; and fully informs the Board in a timely fashion of any matter which may materially affect the ability of the Schools to meet its mission and obligations. In fulfilling this responsibility, the Director is authorized to take such actions as may be necessary to implement the directives of the Board including, but not limited to, the execution of documents; appointment, supervision and termination of employees; subject to such limitations as may be established by the Board.

The principal duties of the Director of Schools are as follows:

1. Mission

- Lead the students toward an encounter with Jesus Christ
- Inspire and support an environment that fosters the spiritual growth of students, faculty and staff
- Ensure activities and programs emphasize high quality, accessible Catholic education
- Build, develop and lead mission minded staff
- Collaborate with Jesuits West and the Jesuit Schools Network to provide ongoing formation in the mission the schools share with the Society of Jesus

2. Development and Fundraising

- Promotes the mission and value of the Catholic Schools of Fairbanks
- Sets overall fundraising vision, goals and strategies, including capital campaigns, endowment and scholarship funds
- Fosters relationships with alumni, parishes, constituents and community members to secure support for the Catholic Schools of Fairbanks

3. Planning and Development

- Collaborates with the principals on the planning of professional development days and for the opening of school
- Directs public relations personnel in areas directly related to the schools (newsletters, alumni relations, etc.)
- Supervises the long range planning process as well as its implementation to assure a viable future for the Schools
- Enacts an effective student recruitment and retention program

4. Executive officer of the Board of Directors. (The Board serves as directors for both the Catholic Schools of Fairbanks and the Monroe Foundation.)

- Prepares the Board agenda(s) with input from the executive committee, principals of Immaculate Conception School and Monroe Catholic High School, and staff
- Maintains records of Board of Directors meetings
- Enact Board policy
- Carry out duties as directed by the Board
- Keeps abreast of applicable laws, ensuring the Catholics Schools of Fairbanks and Monroe Foundation are in compliance

5. Communications

- Reports periodically to the Bishop and Board of Directors concerning the progress and status of the Schools
- Articulate mission and value of the schools and Jesuit identity.
- Sets master calendar in consultation with the principals
- Fosters good relationships with the Fairbanks North Star Borough School District and the Fairbanks community

6. Accreditation and Jesuit Endorsement

- Monitors both the Northwest Accreditation annual reports and the every six year Accreditation process
- Strengthen and promote the relationship with the Society of Jesus through:
 - Collaboration with the Provincial Assistant for Secondary and Pre-Secondary Education (PASE)
 - Investment in and guidance of the process of Province Endorsement Review
 - Active participation in Jesuits West Companions in School Leadership
 - Providing opportunities for faculty and staff formation through participation in programs sponsored by Jesuits West and the Jesuit Schools Network

7. Operations

- Authorizes contracts and grants for and on behalf of the Catholic Schools of Fairbanks or Monroe Foundation, subject to Board approval
- Develops and monitors the overall budget. Communicate financial results and status to the Board
- Hires/fires, supervises and evaluates the principals, development office personnel, maintenance personnel, accounting office staff
- Ensures the required reports for federal, state and other agencies are filed in a timely fashion
- Maintains financial records to account for restricted, designated, and scholarship and endowment funds

8. Qualifications

- Educated to a degree level or beyond desired
- Either a qualification in education or a leadership role in an educational setting desired
- Active Catholic