



LOYOLA CATHOLIC SCHOOL

FAITH ✚ SERVICE ✚ ACADEMIC EXCELLENCE ✚ LEADERSHIP

Job Description

Position Title -President	Created/Updated - 6/2025
FLSA - Exempt	
Department - Administration	Reports to - LCS Board of Trustees
Position Overview <p>The President's primary purpose is to provide leadership to the school to achieve the mission...leading through faith, academic excellence, and service. The President is the Chief Executive Officer of the school and has the general charge and control of its personnel and budget, of its educational and advancement programs, of its business affairs, and of its facilities. He or she provides energetic, positive leadership and direction to Loyola Catholic School. Through exemplary communication as well as interpersonal and public speaking skills, this person serves as the visible face of Loyola. The President is a person of faith, rooted in Gospel values who functions as the school's spiritual and instructional leader in accordance with the Diocese of Winona - Rochester and Loyola Catholic School. The President leads all stakeholders which includes teachers, staff, and parents in responding to the academic, religious, spiritual and social needs of the student body.</p>	
Key Responsibilities <p>I. President as Religious Leader:</p> <ul style="list-style-type: none">● Practicing Catholic in communion with the Church who is faith-filled and Christ-centered servant leader that embraces, models, and champions the traditions and values of Catholic education● Functions as the school's religious leader in accordance with the school's mission and philosophy in unison with the goals of Catholic education● Witnesses and integrates Gospel values and Christian social principles into the curriculum, policies, and life of the school● Creates an environment of knowledge, content, and methods of religious education which applies the Church documents and other religious resources that relate to the school● Provides quality Catholic religious instruction and spiritual growth of students, faculty, and members of the school community● Works with the Loyola Board of Trustees to ensure the school is a vital part of the parish communities● Works toward enhancing Loyola's Catholic identity within the school and community● Ensures that all faculty and staff are committed to the goals of Catholic education● Nurtures the faith development of staff through opportunities for spiritual growth● Exemplifies Catholic living both in and out of the school	

II. President as Instructional Leader:

- Develops, evaluates, and adjust the on-site instructional program to adhere to Winona-Rochester Diocesan curriculum standards, MNSAA and WCEA Accreditation and quality standards for student success
- Promotes a variety of educational pedagogical skills and various teaching strategies that engage learners and provides an effective teaching/learning environment
- Initiates and conducts evaluations of students, staff, and innovative programs
- Coordinates and analyzes the Diocesan mandated testing program (NWEA), and communicates the student data to parents and the school community
- Collaborates with local public school district regarding federal services, educational programs, and allocations for teachers and students
- Models lifelong-learning by possessing an advanced degree and updates his/her knowledge through professional development

III. President as School Leader:

A. Administration

- Follows established policies and procedures of the LCS Board of Trustees (BOT) and the Diocese of Winona-Rochester
- Sends completed school and Winona-Rochester Diocesan forms and reports to the Superintendent of Catholic Schools Office by due dates
- Demonstrates good process in decision making
- Knows and can apply appropriate group dynamics, conflict management, problem solving, and other organizational development skills
- Provides leadership interpreting and uses research to guide educational action plans
- Recognizes and fosters leadership ability among staff and delegates responsibilities appropriately

B. Teaching and Learning

- Provides leadership in curriculum instruction, development, and evaluation including the integration of Christian values
- Creates an environment of teaching and learning where the process of faith and moral development can be applied
- Creates an environment which encourages teachers to develop creative programs to meet the needs of our students

C. Communication

- Articulates Catholic Christian values and educational values
- Knows how to relate the service dimension of the school to the civic community
- Maintains regular communication with the Superintendent of Catholic Schools

- Attends and actively participates in Diocesan meetings
- Establishes the local school calendar, newsletter, school updates, and other correspondence in collaboration with staff.
- Establishes cooperative and friendly relationships with the area Catholic schools and public schools
- Establishes a consistent and ongoing means of communication with the faculty and staff

D. Personnel

- Hires, supervises, evaluates, and develops a competent faculty and staff in accordance with Diocesan National Catholic Standards, and MNSAA standards
- Encourages and maintains open communication with faculty and staff
- Maintains complete and accurate personnel records according to school and Diocesan guidelines
- Develops, communicates, and implements a plan of evaluation for all staff members
- Provides in-service and professional growth opportunities for faculty and staff that are aligned with continuous school improvement
- Provides training and documentation of policies and procedures as directed by the Diocese of Winona-Rochester and the state of Minnesota
- Facilitates faculty and staff meetings on a regular basis in conjunction with principals
- Develops a comprehensive faculty handbook in conjunction with principals

E. Students

- Provides for the safety, welfare, and care of student including a school-wide crisis intervention plan
- Ensures the rights and needs of the individual student are respected as stated in the parent/student handbook
- Ensures academic and health records are maintained according to the Diocesan and Minnesota State Health Department regulations
- Follows Diocesan protocol in cases of suspected child abuse
- Establishes and communicates procedures for handling student sickness and accidents
- Develops and implements a comprehensive parent/student handbook which reflects Gospel values in conjunction with principals

F. Loyola Catholic School Board of Trustees (LCS BOT)

- Serves as the school leader and participates in meetings of the LCS BOT
- Develops meeting agenda with the executive board committee
- Updates the board on school operations, Catholic identity, new church documents, Diocesan policies, current educational trends, issues, laws, financial

status of the school, and other appropriate topics

- Gives state of the school report to LCS BOT and implements policies
- Participates in-service opportunities with the LCS BOT

G. Parents/Guardians

- Recognizes and respects that parents/guardians are the primary educators of their children
- Encourages and facilitates parent involvement in the school
- Provides adequate training for parents/guardians who serve as volunteers (Virtus training and background checks)
- Provides information regarding adult/family faith formation education
- Ensures communication of student progress on a regular basis
- Involves parents in activities and programs of the school

H. Finance

- Follows all Diocesan financial policies and procedures
- Prepares the planning of the school budget with finance committee, LCS BOT and staff while keeping immediate and long-term needs in view
- Monitors school budget and report findings to finance committee, LCS BOT and staff
- Provides a system of accurate and timely collection and disbursement of school monies
- Oversee the tuition assistance allocations in collaboration with the Business Manager. Maintains awareness of the demands of justice in making financial decisions, especially as they relate to the Church's social teachings

I. Professional Growth

- Provides leadership for professional growth for faculty and staff
- Provides orientation for teachers new to the school in conjunction with Principals.
- Provides yearly faculty orientation to Winona - Rochester Diocesan and school policies and procedures
- Provides training on "Safe Environment", "Policy on Sexual Misconduct", "Harassment Policy and Procedures", and "Virtus Training" for all staff members in conjunction with the Principals and Counseling Department.

J. Marketing and Development

- Promotes the positive image of the school by establishing positive public relations within and outside the school community
- Oversees programs for effective recruitment and retention of students
- Develops and directs short and long-range planning for school advancement in collaboration with the Advancement Director

- Oversees the Advancement Department

K. Records

- Manages an effective and efficient office and school record-keeping system
- Maintains complete, accurate, up-to-date personnel and student records according to state and Diocesan guidelines
- Prepares reports as required
- Supervises all school correspondence and publications in collaboration with staff

L. Physical Plan

- Supervises maintenance of the school building (clean, secure, orderly)
- Monitors a schedule for the upkeep and preventative maintenance of the buildings/grounds in collaboration with Facility Director and Facility Committee
- Oversees the use of the school building in collaboration with Facility Director

M. Additional Job Functions

- Serves as ex officio member of all committees and boards within the school
- Maintains professional development through reading, coursework, conference attendance, professional committee work, visiting other schools, and meeting with other administrators
- Seek appropriate agencies made available to the school (fire department, police department, social services, referral agencies, local enrichment opportunities, etc.)
- Performs any other job-related tasks deemed necessary and assigned by LCS BOT
- Participates in meetings with the school's supporting foundation, The Schola Foundation, regarding scholarship funding

Education/Experience (Minimum required)

1. Must be practicing Catholic and be willing to sign the Christian Witness Statement
2. Must have a minimum of a Master's Degree in education with a preference of having a Specialist degree in Education or a Superintendent's license
3. Must be certified by the Minnesota Department of Education
4. Must have a minimum of five years of teaching experience
5. Must have a background check clearance completed
6. Must have received Safe Environment Training (Virtus) and sign the Code of Conduct (Must be completed upon hire)

Problem Solving/Decision Making

1. Identify, gather and present relevant data and information

2. Involve appropriate expertise, insight, and perspectives
3. Mitigate risks of bias and self interests of stakeholders
4. Manage through and leverage emotional intelligence awareness/deficits
5. Simplify, define, document, implement, monitor

Interpersonal Skills

1. Strong positive communication skills
2. Professional, approachable, friendly, humble and respectful of others
3. High level of integrity
4. Efficient and well organized
5. Ability to handle difficult situations with tact and diplomacy
6. Patient and calm demeanor under pressure
7. Commitment to diversity
8. Ability to inspire and persuade people from a variety of backgrounds and ages
9. Commitment to professional development and spiritual growth
10. Discretion and professional judgment in handling sensitive and/or confidential information and situations
11. Willing to do what it takes to get the job done

Completed by:

President

Date

Reviewed by:

Board of Trustee, Co-Chair

Date