

LEHMAN CATHOLIC HIGH SCHOOL
PRESIDENT/CEO
POSITION DESCRIPTION

POSITION TITLE: President/CEO

DESCRIPTION OF SCHOOL:

Lehman Catholic High School is the only state-chartered, Roman-Catholic comprehensive institution that provides secondary education for the students of Auglaize, Darke, Logan, Mercer, Miami, Montgomery and Shelby counties in West Central Ohio. The school is dual accredited by the North Central Association Commission on Accreditation and School Improvement and the Ohio Catholic School Accrediting Association.

POSITION SUMMARY:

The President/CEO serves as Chief Executive Officer of Lehman Catholic High School. The president is responsible for the school's fundraising efforts, developing and monitoring a strategic plan, engages and communicates with stakeholders on all levels, and hires and evaluates the Principal, Business Office Manager and defined personnel. The president acts as the chief spokesperson for the school, and ensures the school authentically reflects the teachings of the Church, the initiatives of the Archdiocese, the mission of Lehman Catholic High School and the needs of the people it serves.

CREDENTIALS & EXPERIENCE:

The role of the President/CEO requires the following skills and experience to assure effectiveness in the position: Minimum of Bachelor's degree in Education, Business, Marketing, or related field; Extensive service in leadership in an educational, business, or non-profit setting; Demonstrated strong public relations skills, including verbal and written communication skills; Able to raise money through fundraising; Ability to work collaboratively; Ability to work in a complex organizational setting; Proficiency in communication technologies; Must be a practicing Catholic with a personal faith commitment.

REPORTS TO:

The President/CEO reports to the Lehman Board of Limited Jurisdiction with oversight by the Archdiocese Superintendent of Catholic Schools.

DUTIES & RESPONSIBILITIES:

1. Serve as the Chief Executive Officer (CEO) of Lehman High School.
2. Work with Lehman's Board of Limited Jurisdiction in guiding the school's quality, effectiveness, and policies.

3. With the Principal, monitor and uphold the quality of the school's Catholic identity to ensure it authentically reflects the teachings of the Church.
4. Chair Lehman's Administrative Team. Meet with the Administrative Team regularly to discuss the school's activities and strategic goals.
5. Supervise and evaluate the Principal in conjunction with the Board of Limited Jurisdiction. Through the Principal, ensure a strong academic focus for the school and strong initiatives in curriculum, accreditation, technology, student activities, and athletics.
6. Provide inspirational leadership to various Directors who report directly to him/her or to the Principal. The president ensures the Directors stay on the leading edge of improvements or changes in their respective disciplines and bring these improvements to Lehman Catholic High School.
7. Ensure decisions are financially grounded.
8. Hire, evaluate, and supervise the Principal and the Business/Operations Manager.
9. Nurture, encourage, and monitor the ongoing professional development of all staff.
10. With the Principal, communicate the values, needs, efforts, and accomplishments of the school with supporters and members of the surrounding community.
11. With the Board, maintain and monitor the school's strategic plan.
12. Develop and maintain strong relationships with Lehman's Partner Schools to actively promote the Catholic education system as a whole.
13. With the Board, monitor, promulgate, and revise the school's policies on an annual basis.
14. With the Board, provide oversight of the school's financial plan, including fundraising, development, and budgeting.
15. Coordinates, promotes and leads in the growth of the annual fund and fundraising efforts of the school community.
16. Approve the distribution of financial aid and high school scholarships as determined by the Business Office staff and the Scholarship Committee.
17. Coordinate with the Lehman Catholic High School Foundation regarding its investments, scholarships, and periodic requests from Lehman for project funding.
18. Provide oversight for the proper functioning of the school's physical facility. Monitor the school's facilities plan. Ensure all facilities are safe and compliant with relevant laws and policies.
19. With the enrollment office and the partner schools, develop and nurture a recruitment plan for new students. Ensure the plan is compliant with applicable Archdiocesan and state policies and reviewed annually for updates.
20. With the Board, maintain positive communications with alumni, donors, and other supporters to maximize support for the school through such communication tools as the *LehmanLink*, emails and various postal mailings.
21. Attend meetings of the school's Board of Limited Jurisdiction. Offers regular reports to the Board on school effectiveness, activities, facility needs, financial position and community interactions.
22. Meets with the Lehman Foundation to report school effectiveness, activities, and community interactions.
23. Attend Archdiocesan Presidents' Meeting and other meetings required by the Archdiocese.

HOW TO APPLY:

Submit a cover letter expressing interest in the President/CEO position at Lehman Catholic High School along with a resume and at least three (3) professional references and contact information to Dan Eddingfield, Chair of the President Search Committee. All material must be electronically submitted at DanEddingfield@gmail.com. The deadline for requested material to be considered must be received by March 10, 2023 or until the position is filled. Starting date is as soon as possible.