

Diocese of Paterson, NJ
President Qualifications and Application Procedure
High School

PRESIDENT QUALIFICATIONS

A practicing Roman Catholic in good standing with the Church.

An appreciation and passion for the mission of the high school with a deep-rooted commitment to Catholic faith and values.

Must be a genuinely faith-guided, visionary, and strategic leader with an institutional-building mindset.

A minimum of 5 years' progressively responsible senior leadership experience in business, education, or nonprofit sector.

Broad knowledge of overall operations of a successful and integrated business organization including finance, budget development, admissions, fundraising, marketing, and care and maintenance of physical plant.

Proven experience in revenue generation and the ability and willingness to lead in fund development, including identification, cultivation, stewardship, and face-to-face solicitation of donors; capital experience preferred.

Strong interpersonal skills with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies including administrators, faculty, Board members, volunteer leaders, students, and donors.

Ability to articulate a Catholic philosophy of education that recognizes the need for appropriate programs to serve a range of students' needs, interests, and enrichment.

Excellent public speaking skills complemented by a demonstrated ability to interact with diverse personalities and situations with ease and grace.

Superior communication skills to express, orally and in writing, the mission, vision, and goals with clarity, passion, and persuasion.

Have leadership ability as evidenced by performance in educational assignments, i.e., have the capacity, enthusiasm, intelligence and patience to inspire teachers, students, parents, clergy, and local school community leaders.

A Master's degree, preferably in educational administration, organizational leadership, or business.

APPLICATION PROCEDURE

1. Any person seeking a president's position in the Catholic schools of the Diocese of Paterson must file an application with the Catholic Schools Office.
2. All applicants must submit a completed application form, cover letter, a resume, transcripts (copies are acceptable; if employed, originals would then need to be submitted), 3 letters of recommendation, and statement of educational philosophy.
3. When all required information is received, the applicant will be notified that the file is complete.
4. A search committee interested in a particular applicant will contact the applicant and arrange for an interview. The search committee will also check **all references as well as contact all current and previous employers.**
5. COMPLETING THE APPLICATION PROCESS IS NOT A GUARANTEE TO ANYONE THAT HE OR SHE WILL BE INTERVIEWED FOR A POSITION OR WILL OBTAIN A POSITION IN A CATHOLIC SCHOOL IN THE DIOCESE OF PATERSON.
6. The Catholic Schools Office does not hire presidents. However, no person can be considered for an administrative position in a Catholic school unless he or she follows the application process as outlined.
7. Because of the religious nature of Catholic schools, in all cases, the lifestyle, philosophy, and beliefs of an applicant will be considered and are expected to be consistent with the teachings and beliefs of the Catholic Church. In addition, all Catholic applicants are expected to be in good standing with the Church: E.G., Roman Catholics not married according to the laws of the Roman Catholic Church are not eligible for employment in a Catholic school; likewise, persons baptized in the Roman Catholic Church who are now members of another church are not eligible for employment in a Catholic school.
8. Application materials, once completed, are to be submitted to the Catholic Schools Office electronically. When submitted electronically, in lieu of a signature on the application, the candidate may type his or her name in the appropriate place. Completed application materials may also be mailed to the Catholic Schools Office. The address is on the application form.
9. Completed application forms and supporting documents are for the use of the Catholic Schools Office and schools in the Diocese of Paterson, and these materials will NOT be forwarded to anyone else even at the applicant's request.
10. Before employment can begin, criminal history background check, Virtus training, and completion of New Jersey's Sexual Misconduct background check must be completed.