

▲ TRINITY EXECUTIVE PARTNERSHIP

EXECUTIVE SEARCH #731-15

DIRECTOR OF LEADERSHIP FORMATION

The Client

The Archdiocese of Chicago Catholic Schools System serves more than 78,000 students in 217 schools, including 180 Archdiocesan-sponsored schools, in Cook and Lake Counties. It is the largest private school system in the United States and the recipient of the greatest number of U.S. Department of Education Blue Ribbon Awards of any school system, public or private. In July 2015, all Archdiocesan elementary and secondary schools were successfully accredited by AdvancED, the largest community of education professionals in the world.

The Position

The Director of Leadership Formation reports to the Superintendent of Schools and provides intentional support for the recruitment, onboarding, formation, evaluation, and continual support of Catholic school principals of the Archdiocese. The Director advances the Leadership strategies of the Archdiocese, assuring that principals are providing the best possible leadership for their schools, and has two director reports; the Director of Leadership Academy, and the Director of New Leaders Academy.

Specific Duties and Responsibilities

The Director of Leadership Formation will:

1. With the Superintendent, drives the overall strategy of the OCS to assure the best possibly quality of principal leadership.
2. Works with current school leaders, universities, and other partners to assure that potential future principals are systematically identified and encouraged. Actively works to build and execute a “pipeline” to Catholic school principalship. Assists individual principal candidates with obtaining the required qualifications, as necessary and appropriate.
3. Coordinates the Leadership Academy (with the Director of the Leadership Academy).
4. Manages and coordinates the principal hiring process. Revises and distributes the Hiring Manual for School Pastors. Vets principal candidates and manages the Principal Hiring Pool. With the Regional Directors, assists local search committees and Pastors with the interview/hiring process.

5. Coordinates the New Principals' Academy (with the Director of the New Principals' Academy).
6. With the Regional Director, defines and communicates individual professional development plans for all principals of Archdiocesan-sponsored schools.
7. With the Superintendent and Director of Personnel, revises and communicates the salary scale for principals.
8. Provides overall coordination for the evaluation process for principals. Works with Regional Directors and Pastors to assure that all principals are objectively evaluated. Assists the Superintendent and Regional Directors in the formation of Performance Improvement Plans, as deemed necessary by the Superintendent.
9. Assists with specific performance-related needs of principals, as deemed necessary by the Superintendent.
10. Serves as the OCS liaison with the Office of Priestly Formation for the training/orientation of School Pastors.
11. Works with the Associate Superintendent and Director of Federal Programs in assigning funding to professional development initiatives of principals.
12. Provides primary coordination of Archdiocesan Leadership Days, with the involvement and support of the OCS Leadership Team.
13. Serves as a member of the OCS Leadership Team.
14. Serves as a member of the Leadership Committee of the Archdiocesan School Board.
15. Serves on other committees and boards, as designated by the Superintendent.
16. Other duties as defined by the Superintendent.

Qualifications

- Master's Degree in Education and/or Administration and Supervision.
- Earned doctorate or dual Master's Degrees.
- Five years teaching experience in Catholic Schools, and five years' administration experience in Catholic Schools.
- Central Office experience; ability to articulate mission of Catholic Schools; experience with successful planning. Experience as a principal of a Catholic school.
- Excellent writing and speaking skills, organizational management, capacity to manage multiple tasks and activities; facility with curricula design and professional/leadership development.
- Knowledge of planning processes and knowledge of state political processes; ability to present mission in multiple areas.
- State endorsements in teaching and administration/supervision (Type 75 or equivalent required).

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- Must be a practicing Catholic. Possess integrity, diligence, prudence, vision, sensitivity to diverse communities.