

Head of School

Rosary High School is looking for a Head of School for the 2018-19 school year.

Applications are due January 26, 2018

Type of Employment: Full-time

Job Title: Head of School

Grade Level: Secondary

Reports To: RHS Board of Directors

Rosary High School, a Catholic college-preparatory school for young women, is a community dedicated to faith development, to academic excellence, and to the development of strong, capable, well-prepared leaders of the future! Rosary students excel; they earn academic and extra-curricular honors and are offered millions of dollars in scholarship awards at top universities and colleges. Rosary students and graduates value their academic family and are proud to be Rosary alumnae.

We are seeking an energetic, committed professional with strong leadership, communication and team-building skills to serve as our educational leader and chief administrator. Our Head of School is supported by a dedicated, talented teaching and administrative staff, as well as a committed parent and alumnae community. Rosary is a welcoming and exciting environment to pursue your administrative career.

The position offers a competitive salary and benefit package.

As the Head of School, this highly engaged individual will:

- Promote faith formation, ethical decision-making, social justice, Dominican values and Catholic Christian leadership.
- Provide leadership, motivation, and supervision in administering the spiritual and educational programs in accordance with Board of Director policies, administrative procedures, rules and regulations, and the law.
- Work collaboratively with the staff, students, parents, and community to advance the spiritual and educational mission and vision of Rosary High School.
- Set high expectations for the school and its stakeholders.
- Ensure a strong curriculum is being taught to students through instruction that resembles the best practices.
- Cultivate positive school-home relationships.
- Effectively communicate with all stakeholders and build supportive, effective community

relations.

- Implement innovative practices to encourage development and enrollment growth.
- Plan and administer the annual school budget.
- Report progress of school to the Board of Directors.

Qualifications:

- Must be a practicing Catholic who evidences knowledge and understanding of the Catholic faith and a passion for ensuring that it is the central focus of the school.
- A Master's Degree or higher
- Illinois Professional Educator's License with General Administrative / Principal Endorsement (Type 75).
- A minimum of two years of successful academic administrative experience (high school level preferred) or an equivalent combination of education and experience is required.
- Demonstrated proficiency in curriculum development, academic planning, budget planning and management, and faculty and staff evaluation.
- Commitment to encourage innovative curriculum and effective instructional practices.
- Excellent organizational, written and oral communication, and interpersonal skills, and proficient in the use of technology.
- A dynamic, proactive individual who values and models teamwork and open communication.
- A collaborative, yet decisive, leadership style.
- An ability to foster positive student/school/community relations.
- Demonstrated leadership and vision with a high standard of professional and personal ethics.

Salary/Benefits: 12 Month Contract with package of vacation, personal, and sick days. Salary will be commensurate with education and experience. Includes health insurance, group life insurance and a 403(b) plan match.

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Application Procedure: Please send letter of interest, resume, three letters of reference, and unofficial copy of transcripts along with license to: Austin Dempsey, via e-mail to

austin@bataviaenterprises.com or to Austin Dempsey, Board Chair, Rosary High School, 901 N. Edgelawn Drive Aurora, IL 60506.