



Job Description - President – Loyola High School

Role:

The president of Loyola High School provides spiritual and educational leadership of the school in the fulfillment of its mission as a Catholic, Jesuit, University preparatory school.

As Director of the Apostolate, the president ensures the Jesuit character and Ignatian vision of the school, as articulated by the Society of Jesus. As the Loyola community's spiritual leader, the president promotes the integration of faith and culture within the school. The president is responsible for communicating the school's mission and vision clearly and enthusiastically by delegating responsibility and authority to others and calling them to accountability through prudent strategic planning and decision making.

The president works to lead all members of the Loyola community to do their very best in carrying out the school's Catholic, Jesuit mission and philosophy.

The president serves as the Chief Executive Officer for Loyola High School and has overall responsibility for the school. The president provides leadership and oversight of all aspects of the school, academics, finance, planning, student affairs, enrollment, advancement, and athletics. The president works closely with the school's Leadership Team to ensure that the strategic direction and policies of the school are aligned with its mission.

Accountability:

The president of Loyola is jointly mandated by the Jesuit Provincial Superior and by the Board of Directors who mandate the president as the Director of the Apostolate.

All apostolic missions entrusted to the Society of Jesus are ultimately accountable to the General of that Society through appropriate methods of subsidiarity. These usually involve accountability of the Director of the apostolic work (Jesuit or lay) in close collaboration with the appropriate local superior to the Provincial who in turn is responsible to the Superior General.

In practice, the president reports to and is evaluated by the Board of Governors and works with the Board of Governors in establishing policies and strategic direction to guide the institution.

Responsibilities:

As the chief executive officer, the president has principal responsibility for the planning, development, implementation, assessment, and improvement of all programs and policies.

- Serves as a compelling spokesperson for Catholic, Jesuit education within the school and beyond;
- Is the chief advocate and leader of the school's mission;
- Works to expand the school's resources, in particular through philanthropy by serving in a prominent role of cultivating and soliciting donors, as well as providing leadership during the school's capital campaigns;
- Works to meet the challenges facing Loyola and secondary education, while embracing Loyola's commitment to the almost 500-year-old Jesuit educational tradition;
- Leads efforts to enhance and implement the strategic plan;
- Develops and maintains a cohesive leadership team;
- Develops and presents the budget and fiscal plan to the Board of Governors for approval;
- Assesses, evaluates, and transforms school operations and practices to increase effectiveness and efficiencies to enable Loyola to thrive in today's competitive secondary education landscape;
- Works to grow and strengthen Loyola's diverse community and culture of inclusiveness;
- Approves hiring and dismissal of staff;
- Works collaboratively with the teachers' association to maintain a positive and nurturing school environment and workplace.

Key Success Factors:

Focus on Mission: Loyola High School's president embodies the institution's mission. Recognizing and respecting Loyola's rich culture and history, the president strategically consults with a variety of constituents to successfully navigate Quebec's secondary education landscape. The president must be a key figure in the school's ongoing efforts to develop a welcoming and diverse community and ensure the success of students, faculty, and staff from all backgrounds.

Results Orientation: The president must engage students, faculty, staff, the board of governors, government, and the broad Loyola community in defining and delivering Loyola's next level of student outcomes, programmatic innovation, financial health, and sustainability.

Relationship building: The president develops and nurtures meaningful relationships with key alumni and benefactors, engages in fundraising efforts, and connect benefactors to the mission and programs of the school. By nurturing and engaging a loyal, committed base of alumni, parents, and friends, the president helps create a powerful foundation of support for the financial and academic well-being of the school.

Financial Management and Fundraising: The president works to address the school's ongoing challenge to grow revenue for its endowment and its immediate operational needs at a level that will support continued enhancement in academic programs, increased scholarship aid and faculty resources, and ongoing capital projects.

Strategic Planning: The president, with the Board of Governors will continue to address the school's 2020 - 2025 Strategic Objectives and ensure adherence to the Sponsorship Agreement with the Society of Jesus.

Leadership Development: The president is responsible for the development and cultivation of a dynamic, visionary, and cohesive leadership team. The president must encourage a high level of transparency to ensure all voices are heard as priorities are established and decisions are made.

Communication with Community: The president must effectively communicate the school's mission and priorities to external constituencies, including the Society of Jesus, The Archbishop of Montreal, alumni, parents and the greater Montreal civic, educational, and business leaders.

Characteristics and Qualifications

In addition to the Key Evaluation Factors, Loyola's president is also expected to bring many, if not all, of the following professional qualifications, skills, experiences, and personal qualities:

Leadership Priorities:

- Commitment to Loyola's Catholic, Jesuit mission and values, including the ability to work successfully with the Society of Jesus, Local Jesuit Community, and the Diocese of Montreal;
- Decisive management skills exemplified by a record of and courage in making difficult decisions in an environment with competing demands and limited resources;
- Proven experience in utilizing a transparent, collaborative process in decision making that invites multiple perspectives;
- A record of success as a visionary executive, including exercising the fiscal skills and acumen necessary to facilitate the allocation of resources effectively and efficiently among competing needs of the school;
- Demonstrated success in securing transformational gifts and leading a comprehensive fundraising campaign;
- Excellent collaboration and consensus building abilities to bring together diverse stakeholders, and a track record of working with boards, faculty, staff, students, alumni, and the larger community;
- Evidence of fostering excellence in teaching and scholarship;
- A demonstrated record of success in promoting and sustaining efforts to attract and retain a highly qualified and diverse faculty and staff;
- Maintaining a strong appreciation for the significance of a regional athletics and extra-curricular program consistent with the values of the Ignatian Pedagogical Paradigm to the overall image and success of the school.

Personal Attributes:

- Superior communication skills, especially the ability to be an articulate advocate for Loyola to all audiences;
- Advanced academic degrees;
- Knowledge of and experience with Ignatian spirituality and Jesuit education;
- Extensive administrative and supervisory experience;
- Decisive leader.
- Bilingual (English/French)

**Send cover letter and curriculum vitae
to the Office of the President:**

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