

JOB TITLE: EXECUTIVE DIRECTOR – Sacred Heart School for the Arts (SHSA)

Reports To: Sacred Heart Schools President

Employment Status: Exempt

General Summary

The primary role of the Executive Director is to promote the performing arts educational development of the school's staff and students, with emphasis on the Ursuline core values of community, leadership, reverence and service.

Principal Duties and Responsibilities

- Abides by the policies and guidelines contained in the SHS Human Resource Policy Manual.
- Participates in activities that help build a faith community on the campus.
- Be a role model of the Ursuline core values of Leadership, Reverence, Community and Service in all aspects of school and personal life.

Management

Personnel Management

- Recruits, interviews, selects and provides an orientation for school staff.
- Knows and applies principles of adult learning and motivation.
- Knows and applies the skills of organizational management, delegation of responsibilities, and communication skills.
- Uses group process skills effectively with various school committees and/or departments.
- Oversees the professional development of all faculty and staff.
- Works collaboratively with Dance, Music, Visual Arts and Theatre Chairs.
- Oversees volunteers
- Manages conflict effectively.
- Evaluates staff.

Institutional Management

- Provides for orderly school environment and promotes student self-discipline.
- Understands the governance structure of SHS and works effectively with the President and Board of Trustees.
- Recognizes the importance of the relationship between the school and the Ursuline Sisters.
- Promotes communication among all SHS.
- Collaborates with other SHS administrators in programming and planning.
- Understands the usefulness of current technologies.
- Maintains accurate records as required by legal, supervisory and/or certifying agencies.
- Works collaboratively to ensure the maintenance of facilities and grounds.

Finance and Development

- Demonstrates skills in planning and managing the school's financial resources toward developing and monitoring an annual budget.
- Understands the basic strategies of long-range planning and applies them in developing plans for the school.

Principal Duties and Responsibilities (Continued)

- Provides for development opportunities in the broadest sense, including effective public relations programs and a school marketing program.
- Assists in donor solicitation.
- Assists the Advancement Office in the planning of development activities.
- Assists in donor solicitation.

MISSION EFFECTIVENESS

Faith Development

- Nurtures the faith development of faculty and staff by providing opportunities for spiritual growth.
- Emphasize the Ursuline core values of community, leadership, reverence, and service.
- Provides opportunities for the school community to celebrate faith.
- Supports and fosters consistent practices of Christian faith.

Building Christian Community

- Promotes the SHS Catholic Christian community.
- Recognizes, respects, and facilitates the role of parents as primary educators.
- Collaborates with the Office of Mission Effectiveness regarding program planning and implementation.

Moral and Ethical Development

- Facilitates the moral development and maturity of all students.

EDUCATIONAL LEADER

Leadership

- Demonstrates symbolic and cultural leadership skills in developing a school climate.
- Applies an educational vision to the daily activities of the school.
- Promotes healthy staff morale.
- Promotes an environment that supports the health and wellbeing of the students and staff.
- Recognizes and fosters leadership ability among staff members.
- Interprets and uses research to guide action plans.
- Collaborates externally with the arts community and other schools.
- Serves as a resource to the arts and education community when appropriate.
- Identifies and cultivates statewide arts/education partners to support programs.
- Identifies and effects needed change.
- Communicates regularly with parents.
- Attends to personal growth and professional development.
- Oversees the scheduling of all classes and performances/recitals.
- Implements safety plan to include drills and inspections.

Curriculum

- Provides leadership in curriculum development and programming consistent with the strategic plan, mission and vision.
- Demonstrates an understanding of a variety of education and pedagogical skills.
- Supervises instruction effectively.
- Demonstrates an understanding of effective procedures for evaluating the learning of students.

Principal Duties and Responsibilities (Continued)

- Demonstrates the ability to evaluate the general effectiveness of the learning program of the school.
- Oversees external program outcome assessment.

Knowledge, Skills, and Abilities Required

- Masters degree preferred or equivalent in experience.
- Minimum 5 years experience in the field of arts education.
- Minimum 5 years in performing arts administration.
- Ability to work independently and/or in teams.

Desirable Qualities and Experience

- Personal achievement as an artist, performer or arts educator.
- Knowledge or experience with programs for gifted and talented students.

Working Conditions

- Twelve-month contract.
- Regular school hours daily with evening and weekend meetings.
- Required within the first 30 days of employment to complete Safe Environment Training through the Archdiocese of Louisville.