

Bishop O'Dowd High School, Oakland, California
PRINCIPAL PROFILE

Mission Statement

Bishop O'Dowd High School is a Catholic college-preparatory community, guided by the teachings of Jesus Christ, that educates its diverse student body to build a more just, joyful and sustainable world.

Charism:

Finding God In All Things Calls Us to:

Community in Diversity

Strength of Character

Academic Excellence

Kinship with Creation

Social Justice

Joy

Overview:

Bishop O'Dowd High School (O'Dowd) www.bishopodowd.org is a nationally recognized Catholic college preparatory school known for its high quality graduates and academics, outstanding student support programs, warm and joyful school culture, strong co-curricular programs, and innovations in environmental science and the use of technology to improve learning.

Situated on 20 acres in the Oakland Hills overlooking the San Francisco Bay, O'Dowd reflects the diversity and pursuit of excellence for which the Bay Area of California is known. Owned by the Diocese of Oakland, the school educates 1,250 students from the East Bay and beyond who strive to create positive change within themselves, their communities and in the world. O'Dowd's position in the educational landscape of the East Bay is compelling and enrollment momentum is strong.

The school is embarking on bold institutional priorities that will deepen its commitment to its charism and Catholic identity, drive educational excellence and innovation, and seize unprecedented opportunities to optimize its facilities to enhance the student experience. This is an exceptional opportunity for a leader to partner with President James Childs on the next chapter of the school's bright success.

Job Description:

The principal leads the faculty, staff, students and parents in all aspects of the Bishop O'Dowd High School Catholic college preparatory program to ensure the highest quality of spiritual, social, physical and intellectual outcomes for every student. The principal oversees all phases of policy development related to academics and student life while ensuring the implementation of the school's mission and core values. As chief operating officer, the principal is responsible for the successful day-to-day operation of the school as accomplished through the effective delegation of responsibilities to administrators, faculty and staff.

Reporting Relationships:

- The school operates under a President-Principal model. The principal reports to President James Childs who was recently appointed to the position by Bishop Barber after serving the past two years as principal. The school's three strategic-minded Associate Principals are leading school-side work in this interim year while a search begins for the permanent principal. The principal is appointed, supervised, evaluated and dismissed by the president. The principal is responsible to the Diocese of Oakland through the Superintendent of Catholic Schools in areas of responsibility designated by the Department of Catholic Schools.
- The principal appoints, supervises and evaluates the Associate Principals, other administrators, teachers and allschool-side staff.
- Although all of these employees report up to the principal through the three AP's, with many having an intermediary reporting tier, the total number of employees reporting up through the principal is approximately 135; 95 of which are faculty/counselors/academic support. Of the 95, 70 have advanced degrees (74%). The remaining 40 employees include the APs, school-side directors including deans, technology, security, student life/activities/ministry, logistics, and academic support.

Memberships:

The principal is a member of the following: Executive Council; Directors Council; Academic Council; Academic and Discipline Review Board; Admissions and Financial Aid Committee; WCEA/WASC Accreditation Team; the Association of Secondary School Principals of the Diocese of Oakland; the Western Alameda Athletic Conference Board of Managers and other committees as assigned by the President.

Major Responsibilities:**Faith Community**

- Upholds and models a spiritual and moral code which is consistent with the teachings of the Roman Catholic Church and the core values of Bishop O'Dowd High School.
- Monitors the integration of the mission and Catholic identity into all facets of the teaching-learning process and activities of the school.
- Ensures the development and enhancement of the faith community through direct involvement in staff retreats, student retreats, service programs, the religion program and liturgies.

Academics and Staff Relations

- Serves as the overall academic leader of the school and maintains a strategic vision reflecting current trends in secondary education, higher education and business.
- Employs, assigns, supervises and evaluates certified and specified non-certified staff.
- Monitors the development of all instructional programs in collaboration with the Associate Principals and ensures compliance with Diocesan, WCEAWASC, and state academic requirements.

- Facilitates regular faculty meetings and assists in providing professional development in-services with the Associate Principals.
- Regularly updates the employee handbook in conjunction with the Human Resource officers of the school and the Diocese of Oakland.
- Oversees the generation of a master schedule for the faculty and students.
- Regularly seeks information about staff and student well-being in order to monitor the school's social climate.
- Ensures regular communication with teachers, parents and the community regarding the school's programs.

Student Life

- Participates in the hiring and dismissal of all co-curricular personnel in consultation with the Associate Principals, Director of Student Activities, and Athletic Director.
- Through the AP's, monitors the effectiveness and success of the following programs: counseling, sustainability, health and wellness, international students, and discipline.
- Regularly updates the student/parent handbook.
- Through the Associate Principal of Student Life, oversees campus safety, security and emergency preparedness planning.
- Oversees planning and coordination of all interscholastic sports with the Associate Principal and Athletic Directors to ensure the development and implementation of policy; represents the school at the athletic league and section Boards of Managers.
- Regularly attends and/or supervises school events as required.
- Monitors the maintenance of student records through the Office of the Registrar and the Director of Educational Technology and Database Manager.

Finances and Advancement

- Participates in the preparation of the annual school budget with the CFO and the president.
- Monitors plant maintenance and facilities improvement through the Director of Facilities.
- Ensures compliance with business policies and procedures in all academic, co-curricular and extra-curricular activity programs.
- Actively supports all advancement, admissions and marketing activities of the school.
- Integrates major project implications into operational decision-making and planning.
- Participates in regular reporting of all plans and progress to the various constituencies of the school in conjunction with the president.

Board Relations

- Implements Board policy regarding the school's mission as related to academics and student life.
- Reports to the Board on academic and student life at the request of the president.
- Participates in the leadership and implementation of long-range strategic planning and other planning required by the state, Diocese or WCEA/WASC.

Qualifications

Bishop O'Dowd High School is seeking a principal with exceptional leadership skills and a commitment to Catholic education and academic excellence. The next principal will be a proven leader with a minimum of three to five years of administrative experience and a skillful communicator who can foster the core values expressed in the school's Charism. The successful candidate will thrive in a school community that reflects the cultural, ethnic, and socioeconomic diversity of Oakland. He or she will be a relationship-builder who is dedicated to furthering its educational mission through partnership of students, faculty, staff, parents and guardians, the community, and the Diocese of Oakland.

A qualified applicant will be a dedicated, practicing Catholic who embraces the Catholic identity and values of the school and the Diocese of Oakland. Applicants should possess a minimum of a master's degree and have a proven track record of success as a senior leader.

The new principal will take office July 1, 2019.

Salary and Benefits

This is a full-time 12-month position. Salary is competitive and commensurate with experience and qualifications. Benefits include: Health, Dental, and Vision Insurance, Long- and Short-Term Disability Insurance, Retirement and four weeks of vacation annually. Relocation expenses will be considered.

Application Process

Review of applications will begin immediately and continue until December 1, 2018. Qualified candidates are asked to submit electronically a cover letter; a resume; the names, titles and contact information of **five professional references**; and a statement on the role of the principal in driving innovation and educational excellence in a Catholic high school (statement should be 1-2 pages).

Pre-employment background screening is required for all positions.

For more information on Bishop O'Dowd High School, please see our website at <http://bishopodowd.org>

Bishop O'Dowd High School is an equal opportunity employer, and does not discriminate in its employment policies and procedures. It follows the Diocese of Oakland's policies prohibiting illegal harassment, retaliation or discrimination. However, as a Roman Catholic high school with a stated mission, goals and objectives that clearly reflect the teachings and educational philosophy of the Diocese of Oakland, Bishop O'Dowd High School reserves the right to require all current and prospective employees to commit to carry out their duties and responsibilities in a manner that clearly and unconditionally demonstrates support of and respect for the school's mission and Catholic identity. Persons who in good conscience are unable to agree to this commitment should not seek or accept employment at Bishop O'Dowd High School.

As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.