

EMPLOYMENT OPPORTUNITY - HEAD OF SCHOOL

Saint Dominic Academy (www.stdominicacad.com), an independent Catholic college preparatory school for women in grades 7-12 in Jersey City, New Jersey, sponsored by the Sisters of St. Dominic of Caldwell, seeks a visionary Head of School beginning July 1, 2016. The Head of School, as Chief Executive Officer, is responsible for the long-range planning and day-to-day operation of the school, which has a population of approximately 250 students. The Head of School oversees faith community affairs, academic affairs and student affairs, and manages and participates in institutional advancement, including fundraising, enrollment management and the overall stewardship, financial and business affairs of the school through assigned administrators.

The ideal applicant should be a practicing Roman Catholic, hold strong academic credentials, including an advanced degree, and demonstrate at least three years of successful secondary school administrative experience, preferably in a diverse, urban setting. She/he will have the ability to set a respectful, positive tone, promoting collaboration among all stakeholders, including administration, faculty, students, families, alumnae, and the religious and local communities. Salary is competitive and commensurate with experience.

Interested and qualified candidates should submit electronically a letter of introduction including a statement on the importance of Catholic secondary education for women, resume, and contact information for five professional references. Applications should be received by December 4, 2015. Information should be addressed to Head of School Search Committee and directed to sdasearchcommittee@gmail.com.