



## **Job Description**

**Job Title: President of Guadalupe Regional Middle School**

**Reports To: Congregational Trustees and the Local Board of Directors, and coordinates with the Superintendent of Schools in the Catholic Diocese of Brownsville**

**FLSA Status: Exempt**

**Application Deadline: November 30, 2022**

Guadalupe Regional Middle School is actively seeking a qualified individual leader to serve as President of Guadalupe Regional Middle School in Brownsville, Texas.

Guadalupe Regional Middle School provides an all-scholarship, academically challenging Catholic education to students in grades six, seven, and eighth whose families desire but cannot afford Catholic education. This school teaches its students how to live the Gospel values of love, justice, discipleship, and service to others with the goal that they become the future leaders of the Brownsville civil and church communities.

The President is the Chief Executive Officer of Guadalupe Regional Middle School. The President is an ex-officio member of the local Board of Directors. The President works with the Superintendent of Schools, the Religious Congregations Trustees, and the local Board of Directors to achieve the mission of Guadalupe Regional Middle School as a Catholic Independent middle school in the Diocese of Brownsville. The President is responsible for facilitating the educational quality, financial management, long-range planning, institutional advancement, and general operations of the school. The President has primary responsibility for articulating the mission to the public.

### **Primary Duties and Responsibilities**

- To provide effective liaison between the Guadalupe Regional Middle School and the Religious Congregational Trustees, Diocesan Superintendent of Schools, Catholic elementary and high schools, public elementary and secondary schools, the Board of Directors, parents of students, the pastor of Our Lady of Guadalupe parish, other pastors, community groups, and the general public.
- To direct the financial management of the school, including preparation and management of the school budget, and any school fund raisers that are held.
- To work closely with the school business management office for appropriate financial recordkeeping, external and internal financial audits, determination of campus salary scale, local insurance coverage rates and staff retirement rates.
- To work closely with the three sponsoring Religious Congregational Trustees in prioritizing the needs of the schools on an annual basis and coordinate any professional development needs for the local Board or Directors and/or school staff.
- To schedule quarterly meetings with the local Board of Directors and work with the Chairman to develop the meeting agenda, presentation reports, consent, and action items for each meeting.

- To appoint the Principal in consultation with the Religious Congregational Trustees; delegate to the Principal the responsibility for the operation and the educational development of the school; coordinate the evaluation of the Principal.
- To supervise the Development/Advancement Office and share the responsibility of the school's financial development with community members, fund-raising projects, marketing endeavors, public relations, and operational effectiveness; coordinate the evaluation of the Advancement Director.
- To manage ongoing relationships with individual benefactors, and foundations supporting the mission of Guadalupe Regional Middle School; seek new community donors to increase the number of school benefactors.
- To seek and apply for available donations and/or grants to support the annual operating budget of the school; complete any required documentation and reports for all applied and received awarded grants or donations.
- To oversee campus maintenance and facility needs, school grounds, internet and technology needs, licensing, maintenance, and operational needs for the school owned buses.
- To develop annual employee salary rates and sign all employee contracts for Guadalupe Regional Middle School.
- To oversee new student recruitment efforts and establish the monthly, individual student fee for each enrolled student based on family income.
- To determine the school's financial ability to support all staffing positions on a prioritizing bases, student enrollment, position sustainability and program need on an annual basis.
- To provide administrative authority and final decision on any submitted grievance from families and/or staff members.

### **Essential Qualifications**

- Practicing Catholic in communion with the Church, who is faith-filled and Christ-centered.
- Master's Degree in Education Administration or equivalent.
- Minimum of five years' experience as a teacher or administrator in education, or equivalent.
- Experience in budget planning, recruitment, evaluation, and supervision.
- Competency in the oral and written English language.

### **Preferred Qualifications**

- Certified by a State Board of Education
- Bilingual in English and Spanish.
- Familiar with the Brownsville community and culture.

### **Key Opportunities and Challenges**

- The President must focus on short-term and long-term planning with an awareness of the challenges posed by demographic shifts in Catholic education and the growing competition from charter schools. The President must be equipped to articulate effectively the value-proposition of a tuition-free Catholic education.
- The President must acknowledge that the importance of the school's community of donors and benefactors, and the application of available grants and awards are necessary

for the sustainability of the school's operating budget; and that all efforts to increase these revenues can lead the school into a secured future.

- The President must be sensitive to the role that technology can play in advancing the mission of the school, in making it accessible to more students, and the role it can have in advancing Guadalupe Regional Middle School to families and the community of donors.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; and to talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. The ability to work with computer technology and software programs, keyboarding and printing documents is a daily operation. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **Salary**

Commensurate with experience

### **Working Conditions**

Average forty hours per week. There is a need for evening work. Mileage reimbursement is available for use of personal auto for business purposes, and/or a mileage allowance may be discussed.

### **Application Procedure**

To apply, please submit the following documents as separate PDF attachments. They will be treated as confidential.

- Cover letter that aligns your experience and skills sets with the current needs of the position.
- Statement of Catholic educational philosophy.
- Current resume with all appropriate dates included.
- List of five references to include names, relationships, phone numbers, and email addresses. (No references will be contacted without your knowledge and approval).
- Letter from current pastor certifying that the individual is a practicing Catholic in good standing.
- Please include *President of GRMS* in the subject field

### **How to Apply- Send all documents to:**

GRMS Board Chairman

Mr. Raul Villanueva

[rvillanueva@texasregionalbank.com](mailto:rvillanueva@texasregionalbank.com)

or

Mr. Raul Villanueva, GRMS Chairman

c/o Guadalupe Regional Middle School

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