



8001 W. Belmont
River Grove, IL 60171
708-453-6233*www.guerinprep.org

POSITION: President

REPORTS TO: Board of Directors

SUPERVISES: Vice President of Advancement, Principal, Vice President of Financial Affairs and Executive Assistant to the President

POSITION SUMMARY

The president is the Chief Executive Officer of Guerin Prep High School and as such supports and promotes the mission as established by the Board of Directors and approved by the Sisters of Providence (Members of the Corporation).

The president is the overall leader and facilitator of the community of faith and bears the ultimate responsibility for the integration of faith and culture within Guerin College Prep High School, as well as forwarding the charism of the Sisters of Providence.

As the chief administrative officer, the president has the general charge and control of the school's personnel and budget, educational and development programs, business affairs and facilities.

The President is directly responsible for ensuring sufficient resources for the school through advancement, fiscal management, constituent relations and enrollment management activities. Leadership in the area of strategic planning, facilities management and capital campaign/major fund raising oversight is a priority. It is expected that the majority of the President's time will be directed to these matters.

LEADERSHIP, MANAGEMENT AND COMMUNICATION

- Ensures the effective overall operation of the institution.
- Provides leadership in developing and implementing the strategic plan.
- Evaluates the Principal, Vice-President of Advancement, vice President of Financial Affairs and the Executive Assistant to the President on an annual basis and makes recommendations regarding retention and/or termination to the Board.
- Approves the selections of faculty members and signs contracts, in consultation with and upon the recommendation of the Principal.
- Reports to the Board and serves on Board Committees. Works closely with the Principal, Vice President of Advancement, Vice President of Financial Affairs and the Development Office Personnel.

- Approves and recommends to the Board all new curricula, major changes in program, or changes in the general character of Guerin Prep High School, in consultation with and upon the recommendation of the Principal.
- Prepares and presents an annual “state of the school” report to the Board and to the Members of the Corporation.
- Ensures that the policies of Guerin Prep High School are followed.

ADVANCEMENT

- Acts as the official representative of Guerin Prep High School at religious, civic, academic, and other public functions where such presence is required. Appropriate members of the administration and faculty shall assist in such representation when necessary.
- Serves as the Chief Fund Raiser of the Institution
- Collaborates and cooperates in all alumni activity planning, projects and major events as they affect development and marketing of Guerin Prep High School.

FINANCIAL

- Is responsible for the financial health and stability of Guerin Prep High School:
 - a) Recommends the annual school budget to the Board.
 - b) Responsible for all contracts.
 - c) Oversees budgetary controls, along with the Principal and the Vice President of Financial Affairs.
 - d) Oversees the growth and management of endowment and development funds.
- Recommends all new construction, major improvements, repairs or alterations of facilities to the Board.
- Recommends to the Board for approval the purchase of new equipment.