

## **Executive Director**

Reports to: Board of Directors

Administrative Model

The Headmaster and the Executive Director lead the administrative team at Chesterton Academy. This model of school administration is one of equality with both specific and shared responsibilities.

- The Headmaster is responsible for internal operations, including the instructional leadership of the school, as well as hiring and supervision of instructional personnel, the curriculum, and student life.
- The Executive Director is responsible for the business aspects of the administration including finances, human resources, fundraising, strategic planning, public relations, and building facility.

These co-leaders share responsibilities for nurturing and maintaining the mission and traditions of the school, and ensuring fidelity to the Magisterium. Both administrators are hired by and report directly to the Board of Directors.

### **Summary**

The Executive Director embraces the mission of Chesterton Academy and the broader vision of launching a new era of education based on the Chesterton model.

The executive director must possess strong leadership skills that inspire excellence and cooperation from all constituent groups and demonstrate (1) positive convictions about Chesterton's unique integrated curriculum and dedication to building a culture of life, (2) comprehensive working knowledge of school finance, operations, and budgeting, (3) the ability to promote a strong institutional advancement (fundraising) program, and (4) a commitment to continuing and enhancing strategic planning. Familiarity with public relations and communications and the supervision of facilities will be valuable assets.

The Executive Director must be practicing Roman Catholic, possess the minimum of a Master's Degree in Administration or related field, and demonstrate a commitment to Catholic secondary education. Salary is competitive and commensurate with experience.

The Board of Directors appoints the Executive director of Chesterton Academy. A collaborative relationship between the Executive director and Headmaster is a requirement. The responsibilities of the Executive director include: (1) daily operations; (2) advancement and fundraising; (2) finances and budgeting; (3) Board of Directors activities and long-range planning.