



# LA REINA HIGH SCHOOL & MIDDLE SCHOOL

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## PRINCIPAL POSITION DESCRIPTION START DATE: July 2019

106 West Janss Road, Thousand Oaks, CA 91360 (805) 495-6494 Fax (805) 494-4966 [www.lareina.com](http://www.lareina.com)



### **Mission**

La Reina High School & Middle School is a Catholic college preparatory school for young women in the tradition, vision, and educational principles of the Sisters of Notre Dame. La Reina provides a nurturing, Catholic environment of educational excellence, focused on helping young women develop into moral and self-confident leaders, who work for the transformation of individuals and society. Students are given opportunities to foster their relationship with God, to grow intellectually, to develop their individual gifts, and to be catalysts for the promotion of justice locally, nationally and globally.

### **Overview of the school and the community:**

In preparation for the 2019-2020 school year, La Reina High School & Middle School is conducting a national search for a new Principal, who will assume the position on July 1, 2019. We are seeking a student-centered, experienced individual, a practicing Catholic and an inspirational leader. The ideal candidate will ensure an excellent academic program and promote the mission and values of the school, which are grounded in the spirituality and mission of the Sisters of Notre Dame.

Located in the beautiful city of Thousand Oaks, La Reina High School & Middle School was established in 1964, by the Sisters of Notre Dame. La Reina is the only private Catholic, independent, college preparatory school in Ventura County for young women in grades 6-12. La Reina values the girls' school advantage. Every student is empowered with knowledge, creativity, and self-awareness to become her best self within the classroom and beyond.

La Reina High School (grades 9-12) and Middle School (grades 6-8) is accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association. Current enrollment is 354 students with an average class size of 20. Admission of students is highly selective.

La Reina High School & Middle School is located in a premier community recognized for being one of the most desirable places in all of California to live, work, recreate, and raise a family. Located between Los Angeles and Santa Barbara in Ventura County, Thousand Oaks is nestled against the Santa Monica Mountains with over 15,000 acres of natural publicly owned open space located within the city's boundaries.

**The Principal, as the Chief Operating Officer of La Reina High School & Middle School, is responsible for the day-to-day management of the school and all its academic programs and activities. In this role, the Principal leads others to integrate and actualize the mission, vision, and philosophy of the school in keeping with the educational vision and principles of the Sisters of Notre Dame.**

## **RESPONSIBILITIES INCLUDE THE FOLLOWING AREAS:**

### **MISSION**

- In partnership with the President, integrates the mission of the Catholic education of young women in concert with the educational mission of the Sisters of Notre Dame
- Ensures the religious formation of students through the academic and campus ministry programs
- Represents the school to various educational organizations and archdiocesan offices, local schools and the parent community
- Implements Board and archdiocesan policy in regard to academic and student affairs

### **ACADEMICS**

- Organizes, supervises, implements, and evaluates all educational programs in accordance with goals and instructional priorities
- Provides instructional leadership by identifying school needs and determining goals and objectives for innovative program development and improvement
- Works with the department chairs on the assessment and development of the academic program and instructional practice
- Remains current on educational trends and developments by attending professional workshops and reading professional journals
- Provides for the academic guidance of students; maintains complete academic records on all students; oversees the grading and the reporting of standards and methods used by faculty in measuring student achievement
- Is visibly present in all areas of the school; works toward a resolution of all problems - both routine and unique - as they arise; keeps the President informed of the general and specific issues of the school
- Serves as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures
- Assists in the admission process for the testing, interviewing, and evaluating of applicants for enrollment
- Facilitates and addresses on-going planning and evaluation of the educational goals and programs through the WCEA/WASC accreditation process
- Supervises instruction through classroom observations, curriculum review, and meetings with faculty
- Plans, develops, and implements on-going faculty professional development
- Commits to being visible and to connect with the greater Conejo Valley community in order to build partnerships and foster the school's image and reputation

## **ADMINISTRATION**

- In consultation with the President, hires, supervises, evaluates, and, when necessary, dismisses the instructional and administrative personnel in the areas of academics and student life
- Maintains appropriate personnel records
- Meets regularly with the President and with the leadership team
- Convenes and facilitates meetings with the faculty and staff
- Meets with parents, students, teachers, and other school constituents as needed or requested
- Approves the school's master schedule, assigns teaching schedules and related duties, after seeking input from department chairs, and directs course selection and scheduling of students
- Establishes the school calendar in coordination with the Faculty, Staff and Administrative Team
- Works with the Director of Admissions regarding student recruitment, admissions and retention
- Assures that the school is in compliance with all governmental, archdiocesan, and WCEA/WASC regulations
- Contributes to the *Regent Round Up*, the parent weekly newsletter and other school publications
- Oversees the Parent Organization

## **FINANCE**

- Works with the President and the Director of Finance in the development of the annual budget
- Exercises fiscal control over the budgets for instruction, faculty development, school administration, academic departments, and co-curricular activities

## **BUILDINGS AND GROUNDS**

- Oversees the physical plant and works with the Director of Facilities with regard to the daily operation of the school

## **PROFESSIONAL QUALIFICATIONS SOUGHT**

The Board and the La Reina community are interested in candidates who will embrace, articulate and promote the school's vision of educating young women. In addition to being a strategic and visionary leader, a creative thinker and a relationship-builder, the successful candidate will have experience, skills, and qualities that include most or all of the following:

- Articulate and embrace the school's educational and spiritual mission and vision, in alignment with the Sisters of Notre Dame, to inspire and motivate all constituencies
- Direct, lead, and coordinate the many components of school operations
- Set schoolwide operational priorities and manage time effectively
- Have a passion for and experience in educating young women, at both the middle and high school levels and the willingness to create a culture of learning and high expectations
- Be an experienced educator with a strong academic background, knowledgeable of: best educational practices in pedagogy, experience with faculty professional development, technology integration, program design, and innovative curriculum development
- Able to foster professionalism, collegiality and ethical conduct within the faculty
- Implement assessment and evaluation processes to appraise program quality and personnel performance
- Be a proactive, effective, and clear communicator with all La Reina constituents
- Demonstrate effective instructional, organizational and administrative leadership.

- Have an understanding of organizational dynamics and possess the managerial leadership to ensure the cohesive functioning of the school so that it can continue providing an excellent education
- Be committed to diversity in its various manifestations and be skilled in building inclusive communities, with the ability to navigate diverse cultural and social situations with ease.
- Work in close partnership with the President to lead the school

### **PERSONAL QUALIFICATIONS SOUGHT**

The Principal's actions and decisions will need to maintain and model both the school's Catholic mission and the charism of the Sisters of Notre Dame. To that end, the school is seeking a practicing Catholic who is deeply spiritual and is willing to immerse her/himself in the life of the school.

The successful candidate will be an approachable, open and reflective person with strong emotional intelligence, whose presence will invite and respect the views of others. The ideal candidate will be a collaborative leader, a relationship and trust builder, who is willing to draw from the collective experience and knowledge of the administration and faculty. The successful leader will be able to "bring out the best" in each individual member of the community to ensure that La Reina continues to provide the best for its students.

Finally, La Reina High School & Middle School will be best served by a leader who can comfortably engage with both the internal and external community, has a sense of humor, and a commitment to educating young women.

### **REQUIREMENTS**

- 5 years of successful experience in academic leadership, preferably in a Catholic school
- Ability to engage all stakeholders, including but not limited to: faculty/staff, students, board members, and parents
- Outstanding leadership, management, collaboration, and multi-tasking skills
- Commitment to 21<sup>st</sup> century learning and awareness of current trends affecting education
- Technology skills as they relate to the position
- California Administrative Services Credential or equivalent
- Master's degree in a related field

## **TO APPLY**

For consideration, please send electronic submissions to [hr@lareina.com](mailto:hr@lareina.com)

Candidates should submit:

- Cover letter expressing interest in the position and qualifying personal qualities
- A current resume
- Brief statement of educational/leadership philosophy and practice
- 3-5 professional references with name, phone number, and email address (references will not be contacted until a mutual interest is established and only with the candidate's permission)

Compensation will be commensurate with qualifications, education, and experience.

La Reina High School & Middle School offers a comprehensive benefits package to its employees and their eligible dependents including: Medical, Dental, Vision, 401(k), Life Insurance, Long Term Disability, EAP, Vacation, and Sick. Other voluntary benefits include: Flexible Spending Account, Supplemental Life, Accident, Critical Illness.

## **SEARCH CALENDAR:**

Applications due – January 18, 2019

Semifinalists identified and notified – January 21, 2019

Semifinalists interviews – Late January 2019

Finalist interviews – Early February 2019

Appointment of the new Principal – Late February 2019

