



ST. AGNES
ACADEMY
for GIRLS | ST. DOMINIC
SCHOOL
for BOYS
The Dominican
COMMUNITY *of* SCHOOLS

Job Title: St. Dominic School Dean

Contract Period: 12 Months

Reports to: President of St. Agnes Academy-St. Dominic School

Calling: Are you a dynamic Catholic educator who is ready to inspire and lead our boys' school (grades K-8) as we continue on the path to greatness? If so, then St. Agnes Academy-St. Dominic School is looking forward to learning more about you and your goals.

The next St. Dominic School Dean will be a tireless and innovative leader who will inspire and guide our caring and dedicated faculty as they develop our boys spiritually, intellectually, socially, and physically. St. Dominic School is on a journey to create global citizens who will set the world on fire through their humanity and compassion for others. We help each student discover and refine his unique gifts and recognize and attain the opportunities before him.

We are the preeminent single-gender, faith-based school in Memphis. Rooted in the Dominican tradition, St. Dominic School provides young men an outstanding, well-rounded education that prepares them to excel in high school and beyond. In a welcoming community, our students learn what it means to connect academic endeavors with social justice principles, personal faith, and a greater purpose. Our single-gender developmental experience fully prepares our boys for the future they will live. Building and sustaining relationships are paramount in our close community. Our next Dean must fully embrace our mission, vision, culture, and values. The successful candidate will put his indelible mark on our boys' program while working as a collaborative member of the school leadership team to foster long-term sustainable community-wide excellence.

Essential Duties and Responsibilities:

1. Work with the faculty, staff, parents, students, and trustees to advance the school's Dominican Catholic mission, purpose, and vision.
2. Integrate the Dominican Charism into all aspects of school life.
3. Build a positive rapport and collaborate with staff, students, parents, alumni, and community members.
4. Establish a clear vision for the boys' school within the framework of our strategic goals and vision. Ensure all members of the community understand your action plan to include metrics for success.
5. Be the chief evangelizer for the boys' school vision, programs, and expectations.

6. Responsible for the boys' school's day-to-day operation, directing the instructional and non-instructional staff activities in the performance of their duties.
7. Recognize our school community's educational, physical, social, and psychological needs and develop plans for meeting these needs.
8. Observe, supervise, and evaluate the faculty in developing and implementing the vision; supervise, review, and evaluate curricular and extracurricular programs.
9. Make recommendations to the President regarding hiring, retaining, and assigning educators who fit our school culture and are excited to mentor and develop young children.
10. Establish programs to orient new educators and continue faculty growth.
11. Ensure faculty and staff carry out their duties competently and professionally and provide all students with the best possible care.
12. Connect and partner with our parents, working with them to help their children grow.
13. Work as part of a large community team and coordinate with other school constituents.
14. Develop, manage, and execute the budget for this department.
15. Supervise the teaching process and review and evaluate the curricular programs.
16. Interpret and ensure compliance with all local, state, and federal statutes, rules, policies, and administrative directions of the agencies that examine and accredit St. Dominic School.
17. Maintain complete academic records on all students to oversee the assessment and the reporting of standards and methods used by teachers in measuring student achievement.
18. Be a visible presence in all areas of the school; work toward resolving all problems - both routine and unique - as they arise; keep the President informed of the general programs, activities, and problems of the school.
19. Assist in the admission process for interviewing and evaluating applicants for enrollment.
20. Perform other duties as assigned by the President.

An Ideal Candidate would possess the following qualifications:

- Must be a practicing Catholic who openly lives by the tenets of Catholic social teaching.
- A Master's Degree in Educational Administration (preferred) from an accredited university
- Experience working with or teaching students, particularly in independent, private, or like-kind school settings.
- Effective communicator and collaborator as well as an effectual listener. Comfortable working as a member of a dynamic and high-performing team.
- Experienced at managing a budget and projecting costs for educational initiatives.
- Proven leadership and team-building skills, an ability to reach out and develop community, and creativity to create challenging, innovative, and exciting programming.
- Flexibility, energy, high expectations, a sense of humor, and the highest moral and ethical values.
- A deep and broad understanding of educational pedagogy and developmental psychology.

I seek an energetic, people-oriented leader who wants to join our caring and diverse community as we build a prestigious educational program. Our team of dedicated, professional educators are ready and capable of creating the school we envision. Data will guide us. We will overcome challenges together. Ultimately, you will find great reward in working with an experienced team to prepare our students for their future. We are already doing so many great things. Together, we

will take our school to new heights. You cannot be afraid of change, or the work required to have our school realize its potential. You must view student development holistically as we form leaders and changemakers prepared to live a life of service aligned with the Dominican Pillars of Study, Prayer, Community, and Service. This position begins in Summer 2024. I look forward to getting to know you.

President Tom Hood

Competitive compensation and a full benefits package are available.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

Candidates should email a completed application and their credentials (cover letter, resume, and a list of references) to humanresources@saa-sds.org. The position will remain open until filled.

St. Agnes Academy-St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive, faith-filled environment.