



SACRED HEART NATIVITY SCHOOLS

President Search for 2018-2019 Academic Year



***Breaking the cycle of poverty through
education since 2001***

ORGANIZATION HISTORY

Within the city of San Jose, the Washington neighborhood has traditionally served as a gateway community for immigrant groups over many generations. In the first half of the 20th century, residents of Italian origin exemplified this rich heritage. As the 20th century entered its second half, this trend was re-defined by immigration flows emerging from Mexico and Central America. In the past decades, however, this lifeline has been confronted with a number of urban challenges. The presence of crime, prostitution and gang activity in the neighborhood has given way to a perception of blight, poverty and under-development.

In this neighborhood, Sacred Heart of Jesus Church has served not only as a house of worship, but as a community center and gathering place for these immigrant communities over time. The late Monsignor Mateo Sheedy, pastor for 12 years, saw the children of his parish struggle to finish high school, resulting in limited educational and career opportunities. Early adolescence is a critical stage in the lives of young people, and Fr. Mateo envisioned a school that would provide the academic, spiritual and emotional support needed to break the cycle of poverty through education. Fr. Mateo invited the Jesuits to start a middle school so that the Latino youth of his parish would have a greater opportunity to succeed.

In the early months of 2000, a Jesuit, Fr. Peter Pabst, became available to undertake this project, bringing with him the Nativity model of education. A Memorandum of Understanding uniting the Jesuits, the Diocese of San José, and Sacred Heart Parish to start this school was signed in September of 2000, and the task of rehabilitating the 50-year old Sacred Heart School began in 2001. The first sixth grade class of boys began in September of 2001. To complete Fr. Mateo's dream, Our Lady of Grace Nativity School for Girls was opened in July of 2006.



With strong leadership from the founding organizations, school administration and Board of Directors, SHNS is uniquely positioned to address the needs of the students and families it serves. All programs and services directly address the needs of first-generation college bound, low-income youth. Curricular programs are designed to address the support needed by English Language Learners in order to maximize their learning and fill in any foundational gaps across multiple subject areas. Co-curricular programs such as athletics and arts support the development of the student outside of the classroom, teaching valuable lessons while keeping the student engaged after school in productive activities. Parent engagement programs at the school are plentiful, as research demonstrates that for urban communities, partnership of the family and community leads to stronger academic outcomes. Health and wellness initiatives are aimed at reducing the stress of uncertainty that many SHNS families face, and directly address the trauma and anxiety that is often present in the school community. Finally, the Graduate Support program offered by the school provides an 11-year support program that accompanies students from middle school through college, greatly improving the students' odds for successful college completion.

MISSION STATEMENT

Sacred Heart Nativity School for Boys and Our Lady of Grace Nativity School for Girls are urban Catholic middle schools. In partnership with the Society of Jesus, the Diocese of San Jose, and the Parish of Sacred Heart, the schools seek to lay the foundation for young women and men to succeed in college preparatory high school programs, in college, and beyond. The schools are dedicated to providing a Catholic education for students of low-income families, with priority given to families of Sacred Heart Parish community. In the Jesuit tradition, Nativity students are encouraged to deepen their relationship with God as they become women and men for and with others.

PRESIDENTIAL SEARCH COMMITTEE

Katie Burke, Sacred Heart Nativity Schools (SHNS) Board Chair
Kathy Almazol, Superintendent, Diocese of San Jose and SHNS Board Member
Fr. Walter Suarez, Pastor Sacred Heart of Jesus and SHNS Board Member
Fr. Rob Scholla, SJ, Faculty Member, Santa Clara University
Chris Meyercord, President, Bellarmine College Preparatory and SHNS Board Member
Beth Hobbs, SHNS Board Member
Lorraine Shepherd, SHNS Principal

THE SEARCH

In March 2016, current President Sonya Arriola announced to the SHNS Board of Directors and the larger community that she would be stepping down in the Summer of 2018. The Board formed a search committee to conduct a search for SHNS's fourth President, and began its work in May 2017. The search committee is tasked with recommending a candidate for President of Sacred Heart Nativity Schools to the school's three co-sponsors: the USA Jesuits West Province, the Diocese of San José, and the Sacred Heart Parish, and to the SHNS Board of Directors.

THE POSITION AND DUTIES OF THE PRESIDENT

Sacred Heart Nativity Schools seek a President who will provide enthusiastic, mission-centered leadership of programs, fundraising, administration, finance, and people development. This is a position that requires energy, passion and a willingness to roll up your sleeves in engaging with the work the school is doing. The President is the sole employee of the SHNS Board of Directors, and serves as the Chief Executive Officer of the organization. The President has direct oversight and responsibility for the school's academic, financial, strategic, and spiritual affairs. The President is the "Director of the Work" for the Society of Jesus and is missioned to this work by the Provincial of the Jesuits West. The President reports to the SHNS Board of Directors.

Responsibilities include (but are not limited to) the following:

General

- To embody and advocate the mission of the school.
- To articulate the vision for the school and its future.
- To monitor and address all matters of school climate and culture.
- To ensure the school lives its Catholic, Jesuit identity in all programs.
- To manage the sometimes competing demands of the various constituencies of the school.
- To represent the school to all of its constituents including neighborhood, parents, students, alumni, benefactors, faculty and staff, and community partners.
- To ensure positive and productive partnerships with the co-sponsoring organizations.
- To Participate in programs, meetings, and workshops sponsored by the Diocese of San Jose, the Jesuits West Province of the Society of Jesus, and the Nativity Schools Network.
- To sustain a positive, nurturing environment for the students, graduates, their families, faculty, and tutors.
- To monitor and adhere to the Strategic Plan approved by the Board of Directors and ensure WCEA Accreditation Plan is followed.
- To supervise and/or assist with facilities maintenance and operation.



Board of Directors

- To attend meetings, prepare reports, and keep Board informed on all aspects of the school's operation.
- To provide to the Board various scenarios and possibilities for the Board to consider as it does its work focusing on the strategic future of the school.
- To serve as an *ex officio* member of all standing committees of the Board.
- To serve as the representative of the Board in its relations with the faculty, staff, students, and the patrons of the corporation.

Organizational Oversight

- Through support and supervision of the Principal, to ensure the effectiveness of all school programs (academic, athletic, spiritual, and graduate support); to ensure the preparation for periodic evaluations (accreditation, sponsorship review); to ensure the organization submits reports to external agencies as required; to ensure consistent policies and standards of school operation.
- To support and supervise the Business Manager in the preparation of preliminary and final budgets; to monitor income, expenditures, donations, and cash flow.
- To support and supervise the Advancement Director and oversee development efforts in order to ensure sufficient funds for the operation of the school.
- To support and supervise the Graduate Support Director and ensure the effectiveness of the alumni support program; to ensure records are kept and data are collected on the post-graduation progress of SHNS graduates.
- To handle all matters regarding employment, retention and dismissal of personnel; salaries and contracts; and new hire procedures. Ensure consistent performance evaluations are conducted by all departments. To prepare employee handbooks, and maintain appropriate personnel records.

ESSENTIAL LEADERSHIP ABILITIES

- Articulation of Jesuit mission and philosophy
- Maintaining a lifestyle consistent with a high-profile Catholic institution (experience with Jesuit education and/or service is a plus and/or a demonstrated willingness to gain knowledge of the Society of Jesus' way of understanding)
- Creative problem solving
- Experience fund-raising
- Positive and upbeat
- Excellent written, oral and interpersonal communication skills
- Ability to balance decisive leadership with respectful collaboration and inclusivity
- Experience working in a pre-secondary or secondary educational setting preferred
- Preferred Spanish proficiency

KEY OPPORTUNITIES AND CHALLENGES

- Opportunity to change the lives not only of the students of Sacred Heart Nativity, but also their families, by breaking the cycle of poverty with an excellent Catholic, Jesuit education.
- Nurture partnerships with local secondary schools that will continue the mission to prepare first generation students to thrive in college.
- Work with Board and Advancement to increase the school's fundraising bottom line.
- Confront challenge of how to balance the school's operating expense with the income, which is driven primarily by fundraising.



SACRED HEART NATIVITY SCHOOLS PROGRAMS AND SERVICES

Sacred Heart Nativity Schools currently serve 108 students in grades 6, 7 and 8 and is the only Catholic, Jesuit middle school in the San Jose area focusing on academic intervention for the underserved. Ninety-four percent of SHNS students qualify for the Federal Free or Reduced-Lunch Program.

The Nativity model is prevalent nationwide and is designed to empower first-generation college-bound students and families with the goal of college completion. The model includes an extended academic day (10 hours) and year (11 months), ongoing assessment and inquiry, strong partnerships with the families of students, and support beyond graduation from eighth grade. A hallmark of the Nativity model is the commitment to supporting the student beyond middle school and through to college completion.

In support of this goal, SHNS offers a comprehensive Academic Support Program which is designed to prepare students for successful admission into and completion of college preparatory high school programs. The school offers all core academic subjects plus electives in a rigorous academic setting. Approximately 70% of graduates each year matriculate into Catholic college preparatory high schools such as Bellarmine, Archbishop Mitty, Notre Dame San Jose, Presentation High School and Cristo Rey San Jose. In recent years, 100% of SHNS graduates have completed high school on time and matriculated into college or university programs.

SHNS also offers a new co-curricular program that includes athletics as well as clubs and activities. Athletic programs, plus mental and emotional health programs designed by the school counselor, fall under the school's Health and Wellness Program.

The Graduate Support Program effectively addresses the barriers that prevent low-income, first generation college-bound students from 1) accessing college preparatory high school programs, 2) matriculating through college, and 3) graduating from college, thereby increasing their opportunities for future economic mobility.

Through these main programs and daily services to students and families, the SHNS graduates are well prepared for study at high school and college, and have as their goal successful completion of university study.

TO APPLY

Interested applicants should submit a letter of intent, a *curriculum vitae*, and a statement of educational philosophy to mmingrone@dsj.org. Please also include a list of references the committee may contact. For further questions, please contact Board Chair Katie Burke kburke7838@aol.com.

Applications are due by September 29, 2017.