



Academy of the Sacred Heart

New Orleans, LA

Upper School Head

The Academy of the Sacred Heart invites nominations and applications for its position of Upper School Head. The position begins with the 2008-2009 school year.

The School

Located in Uptown New Orleans on St. Charles Street, Academy of the Sacred Heart (ASH) is an independent Catholic girls' school, enrolling approximately 780 girls in Preschool through Grade 12. The Upper School numbers 244 students and 31 faculty members. It shares with the Middle School the Rosary Campus which has for over 100 years been the site for this School of the Sacred Heart. A second campus opened in 2003 and houses the Lower School (Preschool through Grade 4).

Sacred Heart is governed by a local Board of Trustees and directed by the Religious of the Sacred Heart. The school's current Head of School, Dr. Tim Burns, was appointed to his position in 2004. The Upper School Head directs the program, people, and education for Grades 9-12. For the past 13 years, ASH has benefited from a long-tenured Upper School leader. With her decision to move onward, ASH has initiated this search for her successor who will begin in the summer of 2008.

The new Upper School Head will enter a community that is clear in its mission. As one of 22 Sacred Heart schools, the Academy of the Sacred Heart follows the educational goals of the Sacred Heart, to educate:

- To a personal and active faith in God
- To a deep respect for intellectual values
- To a social awareness which impels to action
- To the building of community as a Christian Value
- To personal growth in an atmosphere of wise freedom

Faculty and students describe ASH as a special community, a "family" where people enjoy the trust of its members. There is a demanding academic environment with ample opportunity for students to select honors and AP courses in their college preparatory curriculum. Students benefit from cutting edge technology. Each student has her own laptop or tablet PC, and the computer is integrated into the program as a major educational tool. The teaching environment is one which requires a dedication to students and an involvement in their total school experience. Teachers express appreciation for academic freedom and a high degree of autonomy. There is a sense of camaraderie among faculty. And, not unexpectedly, students and families are strongly bonded to each other and the school. Many students are siblings and/or alumnae related.

The academic year is organized by semesters with the academic day based on a block schedule. Each year in Upper School students must take English, religious studies, mathematics, and social studies/history. Three credits in science and foreign language are required for graduation. Additional requirements are computer, fine arts and physical education.

Students have the opportunity to be involved in a variety of co-curricular activities and sports. Each junior contributes over 50 hours in community service. Seniors are required to give a senior speech. While there are a number of fine arts offerings, expanding this department, with particular commitment to enriching the music curriculum, is a major interest at the school.



The Rosary Campus includes classrooms, library, cafeteria, chapel, reception rooms and administrative offices. Future expansion to the Rosary Campus will include a Fine Arts building and Student Life complex. Supporting these building plans is an aggressive capital campaign which during this current school year alone has generated approximately \$3 million in gifts. The school's Annual Fund brings in approximately \$640,000 in income with other fundraisers adding approximately \$160,000 to the school's budget each year. Upper School tuition for 2007-2008 is \$11,750. A one-time charge for a computer is an additional expense for Upper School families.

The school is accredited by the State of Louisiana and the Southern Association of Secondary Schools and Colleges. Among its memberships are the Network of Sacred Heart Schools, the Independent Schools Association of the Southwest and the National Association of Independent Schools. Additional information about the school can be found on the school's website at www.ashrosary.org.

The Position

The Upper School Head is responsible for the day-to-day operation of Upper School. Responsibilities include:

- Recruiting, mentoring and supervising Upper School faculty and staff
- Directing the Upper School leadership team composed of the Dean of Students, College Counselor and two part-time personal counselors
- Monitoring student performance; academic advising; creating the master school schedule
- Communicating with parents regarding student performance
- Overseeing curriculum and Upper School programs, -- from clubs, to volunteerism, to student publications
- Developing and monitoring the Upper School budget
- Serving as a spiritual leader in the division and beyond
- Implementing school policies and upholding the mission
- Setting the tone for the division, honoring Sacred Heart education and ensuring a healthy, enjoyable and productive Upper School community
- Representing the school at ISAS and Archdiocesan meetings
- Overseeing the athletic program and representing the school at LHSAA meetings

Candidate Qualifications

Specific qualifications sought in the next Upper School Head include:

- Proven success as an engaging and inspiring teacher/administrator, preferably in an independent school
- A Master's degree
- A practicing Catholic
- A level of competence and sense of presence that invite respect and confidence
- Evidence of having made difficult, yet sound decisions based on fairness and consistency
- An effective and engaging communicator (listener, writer, and speaker) who interacts well with teen-age girls, parents, and professional colleagues
- An advocate for single sex education
- A visible presence on campus and in the lives of students and faculty
- A person who is energetic, enthusiastic and fun loving
- A thinker/life-long learner who inspires excellence from both students and adults
- A curricular leader who is knowledgeable about educational issues and who will continue to support the school's cutting edge offerings in technology



Application

Interested candidates are asked to contact the school's search consultant:

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Materials required to complete the application process include a letter of interest, current resume, list of 5 references, and a statement of educational philosophy. Credentials will be evaluated as received. Priority will be given to those candidates whose materials are presented by January 15, 2008. It is anticipated that an appointment will be announced by March 1, 2008 although position responsibilities will not begin until July of 2008. A competitive salary and benefits package will be offered.