



THE ARCHDIOCESE OF SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 (415) 614-5660 FAX (415) 614-5664

The Department of Catholic Schools, Archdiocese of San Francisco, is seeking a qualified **President for Archbishop Riordan High School, San Francisco, CA.**

This President is responsible to the Archbishop of San Francisco through the Archdiocesan Superintendent of Catholic Schools, and to the Board of Trustees of Archbishop Riordan High School (ARHS).

Archbishop Riordan High School, an Archdiocesan Catholic High School in the Marianist tradition, prepares young men of the Bay Area for leadership through its inclusive college preparatory curriculum, its emphasis on formation in faith, and its dedication to community service and justice. In a diverse family environment, Archbishop Riordan fosters development in faith, character, academics, athletics and the arts. **ARHS – is WASC Accredited:** ARSH has received the maximum six-year re-accreditation (through 2014)

MANAGEMENT

- Maintain the Catholicity and Marianist Charism of ARHS (See <http://www.riordanhs.org/about/marianists.php>)
- Maintain cordial relationships with Archdiocesan officials, the Board of Trustees and the Society of Mary (Marianist)
- Assist the Board of Trustees in strategic planning, its organization, its implementation, and its integration into the various programs at ARHS
- Assist in the development of a Master Plan for school improvements and growth
- Maintain communications with Pastors, Principals of Catholic, Private and Public feeder schools

DEVELOPMENT

- Supervises the work of the Development Office to insure smooth function and that it reflect the mission of the school.
- Serves as chief spokesperson for Archbishop Riordan High School.
- Communicates with various publics through properly prepared materials and literature.
- Approves all programs and campaigns of the Development Office.
- Monitors long-range planning and development goals.
- Insures the creation and implementation of a comprehensive development plan for the school.
- Along with the Director of Finance establishes and guides the development of the annual budget.

SPECIAL RELATIONSHIPS

- Fostering the Marianist “Curriculum of the Heart” within the school community
- Chairs the Administrative Council
- Coordinating the Teaching As Ministry program within the school community by preparing teachers and staff in concepts of the Marianist charism
- Promotes the formation of Lay Marianist leadership at ARHS

Minimum Qualifications:

- A practicing Catholic in good standing with the church
- A master’s degree
- Five years of successful school administration at the secondary level

For additional details about this Position and its responsibilities see the full description at:
<http://www.sfcatholicschools.org/>

For more detailed information about ARHS, see the school's web site: <http://www.riordanhs.org/>

Application Deadline: Resumes and cover letters must be submitted by March 1, 2010. Interviews for finalists are tentatively planned for early March.

Mail or Email Resume and Cover Letter to:

Ms. Maureen Huntington
Superintendent of Catholic Schools
1 Peter Yorke Way
San Francisco, Ca 94109

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