



Head of School

SEARCH PROSPECTUS



BERKS CATHOLIC HIGH SCHOOL

READING, PA

www.berkscatholic.org

START DATE – JULY 2021



Berks Catholic High School is centered on the four pillars of God, Family, Academics, and Fun. As a vibrant Christ-centered community, the administration, faculty, and staff dedicate themselves to providing a challenging academic environment for a diverse population of young men and women. Through Christian principles rooted in the Catholic tradition, we strive to positively impact our students spiritually, intellectually, socially, physically, and emotionally so they can live productive lives of service in this world and attain eternal life.



ABOUT THE SCHOOL

Berks Catholic High School opened in 2011 as a result of the merger of Reading Central Catholic High School and Holy Name High School. It opened on the former Holy Name High School site located in Reading, PA, the seat of Berks County, 60 miles northwest of Philadelphia. Berks Catholic draws its 679 students in grades 9 through 12 from across Berks County. As a result, the student body reflects the richly diverse racial, ethnic, religious, and socio-economic community of the City of Reading and Berks County. Berks Catholic also boasts a growing population of international students. It is accredited by the Middle States Association of Colleges and Secondary Schools.

Belief Statements

- Berks Catholic High School believes that Jesus is the heart of who we are and all that we do.
- Berks Catholic High School believes that service is rooted in the commandment of Jesus to love one another.
- Berks Catholic High School believes that a diverse Catholic school community is a gift to be celebrated.
- Berks Catholic High School believes that parents and guardians are the primary educators of their children, and the school partners with them to extend the academic and faith formation of the students.
- Berks Catholic High School believes that a quality faculty is integral to the success of the school because the administrators and teachers are

the facilitators of learning who impart Christian values through daily interaction with the students.

- Berks Catholic High School believes in a comprehensive curriculum designed to prepare young minds to meet the demands of a challenging 21st century.
- Berks Catholic High School believes in a varied extracurricular program designed to engage students to use their God-given talents and encourage spiritual growth through teamwork.

Vision of the Future

We aspire to be the premier high school in Berks County. We are dedicated to the highest level of education, rooted in Gospel values. Our student body is diverse, compassionate, and enthusiastic. When our students graduate, they join thousands of alumni, supporters, and donors committed to ensuring the sustainability of their alma mater so that future generations can learn to change the world as they have.

Governance Structure

In 2013, Berks Catholic High School was officially incorporated by the Commonwealth of Pennsylvania as Berks Catholic High School, Inc. The school operates as non-profit corporation with a three-member Members Board and a 15-member Board of Directors. Standing committees include Executive, Nominations, Finance, Development, Enrollment, and Facilities.

Strategic Plan

Berks Catholic High School operates with a 2019-2024 Strategic Plan. The plan identified four core strategies to implement as it fulfills its mission, achieves its vision, and delivers on its promise to its stakeholders. Included are strategies in the following domains: academics, enrollment, advancement, and faculty, staff, and administrators.

FAITH LIFE

The Campus Ministry Office coordinates all spiritual activities of the school and is responsible for its faith life. Campus Ministry is composed of a Campus Minister, Campus Chaplain, and the Berks Catholic Theology teachers. Its purpose is to provide opportunities for students to grow in communion with Jesus Christ and help them realize and respond to Jesus' call to live life to the fullest.

Prayer is an integral part of the school day. Each day begins and ends with prayer. Prayers are recited at the beginning of each class and school assemblies. Masses and or prayer services are held at least twice monthly. Eucharistic Adoration is available at specific times throughout the school year.

FAST FACTS



80%

Catholic students



57%

Students receiving
need-based financial aid



\$700k+

EITC funds secured this
school year

Berks Catholic's Christian service program is rooted in the Catholic faith and the desire to instill selflessness within students and an awareness of the needs of others in local communities. It is intended to encourage students to selflessly leave their "comfort zone" to love and serve others and grow in self-sacrifice, kindness, compassion, and mercy. Freshmen must complete 5 hours of service, while sophomores, juniors, and seniors are required to complete 10 hours of service.

All students are welcome to join the Saints Who Serve Club. This group's goal is to help serve those in need globally, nationally, and locally. Projects have included Lenten Rice Bowl donations to the Catholic Relief Service, a fundraiser for victims of Australian wildfire, visits to the local nursing home and Dayspring Homes, a residential facility for the developmentally disabled, and a fundraiser for Opportunity House.

The school offers an active Pro-Life Club and provides additional opportunities for students to give witness to their faith while fulfilling their service requirement.

The Diocese of Allentown requires all students enrolled in a Catholic high school, no matter their religious affiliation, to participate in a retreat/spiritual exercise once each academic year. Juniors and seniors participate in Kairos retreats, a four-day, three-night faith-filled experience. Additional yearly spiritual activities include Stations of the Cross, Advent Vespers, Class Chapel Services, Vocation Awareness Day, and Days of Prayer.

ACADEMIC PROGRAM

The goal of the academic program is to provide opportunities for academic excellence in a caring community of faith.

Berks Catholic provides a rigorous, comprehensive, college preparatory curriculum to all students. Interested students may also opt to pursue a





vocational-technical curriculum beginning in their Junior Year. A Dual Credit Program is offered through Alvernia University and Reading Area Community College. Each campus offers six courses. Classes are taught at Berks Catholic.

With approval by the Director of Studies and the appropriate Department Chairperson, students may take classes not offered at Berks Catholic through The Virtual High School.

Juniors and seniors may apply for vocational training through a partnership with Reading Muhlenberg Career and Technology Center or Berks Career and Technology Center.

Additionally, seniors may participate in a program through a partnership with the Reading Hospital to explore professions typically found in a hospital setting.

The Aquinas Learning Support Program (ALSP) is for students with diagnosed learning disabilities. Its unique emphasis is on learning strategies and study skills which help students foster independence. Students are challenged to learn self-acceptance, self-discipline, cooperation skills, consistent work habits, and to become responsible members of the community. Berks Catholic offers a College and Guidance Office led by skilled counselors specifically dedicated to a comprehensive four-year college and career programming.

FAST FACTS



100%

Class of 2020
graduation rate

SAT[®]

1080

Class of 2020
mean SAT score

ACT[®]

24

Class of 2020
mean ACT score

FAST FACTS



\$19.3m

Class of 2020 college
scholarships and grants



15,000

BC and Legacy Alumni



\$800k

Annual financial
aid awarded

THE ARTS AND ATHLETICS

Berks Catholic is committed to supporting the Arts. Students' academic, spiritual, and personal lives are enriched by their encounters with the beauty, mystery, and heritage of an arts-rich curriculum. Berks Catholic offers an array of programs including musicals, plays, pep band, concerts, art shows, choir, concert band, string ensemble, Jazz band, and more.

Berks Catholic believes the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experience. Such participation is a privilege that carries responsibilities to God, the school, the activity, other students, the community, and the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student-athlete to achieve maximum benefit from their educational experience.

Boys' sports include basketball, baseball, bowling, cross-country, football, golf, lacrosse, soccer, tennis, track & field, and volleyball. In addition, swimming, water polo, and wrestling are offered as co-op sports teams with Reading High School. Girls' offerings include basketball, bowling, cheerleading, cross-country, field hockey, golf, lacrosse, soccer, softball, tennis, track & field, and volleyball. In addition, swimming and water polo are offered as co-op sports teams with Reading High School.

CLUBS AND ACTIVITIES

Numerous clubs and activities are available for students to expand their horizons well after the class day is over and lockers are closed. Included are Art Club, Auditorium Tech Crew, Baking Club, BIG (Believers in God) Club, Business Club, Campus Ministry Aides, Forensics, Gaming Club, Habitat for Humanity, Harry Potter Club, National Honor Society, Pro-Life Club, Recycling Club, Saint Ambassadors, Saints Who Serve, Ski Club, St. Joseph of Arimathea Club, Student Government, and Yearbook.



THE POSITION

The Office of the Head of School has as its primary purpose to provide overall leadership to achieve the fullest attainment of Berks Catholic High School's critical mission. The Head of School is appointed and is delegated authority by the Bishop of the Diocese of Allentown, reports to the Board of Directors and Chancellor of Education, and acts as the chief executive, operating, and advancement officer for the school. The Head of School is responsible for integrating faith and culture within the school, successful academic programs, and robust student affairs programs. He/she coordinates and manages the program of supervision, observation, and evaluation of the faculty, instructional programs, and the guidance and counseling program.

Additionally, the Head of School bears ultimate responsibility for the external affairs of the school to include ensuring sufficient resources, sound fiscal management, long-term financial stability, and plant improvements through direct oversight of business affairs, plant operations, and advancement programs. The Head of School ensures the school's successful day-to-day operation as accomplished through effective delegation of responsibilities to the administrators, faculty, coaches, and staff.

Opportunities and Challenges

This is an exciting time for Berks Catholic High School and the Diocese of Allentown. The successful candidate in this search process will transition the school from the Principal to the Head of School leadership model. Other high school communities within the Diocese have recently embraced this concept and are in the process of transitioning to this model.

The dynamic leader selected to fill the Head of School role will enjoy the opportunity to help further shape the strategic vision of this tradition-rich community and lead it into its exciting future. Built upon its strong underlying foundation of God, Family, Academics, and Fun, Berks Catholic's reputation



***Be College
and Life
Ready***



FAST FACTS



21

Advanced Placement courses



21

Varsity sports



10,000

Annual Christian service hours



for a Christ-centered education supported by strong academics, athletics, and co-curricular activities is a hallmark of its long-standing success. This distinguished school community is supported by engaged and passionate alumni, as well as generous local business and civic community stakeholders.

The candidates we seek will have experience leading academically rigorous curriculums and co-curricular activities while demonstrating comfort and capacity to address the challenges facing most Catholic schools, specifically in mission-critical areas related to business, finance, enrollment management, and advancement initiatives. Surrounded by strong and experienced administrative and faculty teams, the successful candidate must have demonstrated proficiency in building and maintaining community relationships. Berks Catholic High School's continued accessibility, viability, and sustainability will rely on effective stewardship of its parent, alumni, local community, and philanthropic constituencies.

Expected Qualities and Characteristics

- Practicing Catholic in communion with the Church, who is a faith-filled and Christ-centered servant leader who embraces, models, and champions the mission of the school and Diocese of Allentown.
- Minimum of five years teaching and five years administration experience, preferably in a Catholic college preparatory environment. Advanced degree in an education related field expected.
- Commonwealth of PA Principal K-12 certification required (or the ability to secure such certification within the first year of employment).
- Ability to lead an extensive, innovative, and academically rigorous curriculum that ensures success for all students, based on high standards of excellence.
- Decisive executive management skills exemplified by a record of making difficult decisions in an environment with competing demands and limited resources.

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- Exceptional communication, interpersonal, and public-speaking skills while serving as the highly visible public face of the school in building constructive relationships with partner schools, local community, and other stakeholders that inspire crucial support in the school's marketing, enrollment management, and philanthropic initiatives.
 - Proven capacity in leading mission-critical functions of institutional growth and development, high-level fundraising and philanthropic efforts, and budget and financial management.
 - Accessible and approachable leadership style with a reputation for being extremely visible and interactive on campus and at school events and relating to the students, parents, faculty, and staff with energy, enthusiasm, and warmth.
 - Proven experience bringing together diverse stakeholders using collaboration and consensus-building skills, as well as a history of working with boards, faculty, staff, students, alumni, and the broader community.
 - Inspirational, humble, and authentic mentor who instills leadership in others.
 - Well-versed in creating the conditions for market leadership in a competitive college preparatory environment demonstrated by proven capacity in leading mission-critical functions of institutional growth and development, including developing and implementing multi-year strategic plans.
 - Skilled at identifying, attracting, developing, and retaining high-quality educators with a commitment and passion for delivering an authentically Catholic educational experience.
 - Fair, fun, and compassionate executive who embraces collaboration while leading with missionary zeal.



ABOUT THE AREA

Located in the southeastern part of Pennsylvania, Reading is the principal city of Berks County, and home to just over 420,000 residents. In 2005, the county was added to the Delaware Valley Planning Area due to a fast-growing population and close proximity to the other communities. It has been known as “The Pretzel City” because of numerous local pretzel bakeries; currently, Bachman, Dieffenbach, Tom Sturgis, and Unique Pretzel bakeries call the Reading area home. In recent years, the Reading area has become a destination for cyclists. With more than 125 miles of trails in five major preserves, it is an International Mountain Bicycling Association Ride Center.

APPLICATION PROCEDURE

- To apply, please submit the following four documents, confidentially and as separate PDF attachments.
 - » Letter of Interest that aligns your experiences and skillsets with the current needs of the school as you understand them.
 - » Statement of Catholic educational philosophy.
 - » Current resume with all appropriate dates included.
 - » List of five references with names, relationships, phone numbers, and email addresses. No references will be contacted without your knowledge and approval.
- Please include Berks Catholic High School in the subject field.



Assemble all of the application materials in one email to:

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