



# Archbishop Riordan High School

## Principal Position Description 2022-2023 School Year



## Mission

Archbishop Riordan High School, an Archdiocesan Catholic High School in the Marianist tradition, prepares young men and women for leadership and lifelong success by providing education imbued with Catholic Marianist values of faith, community, inclusivity, service and justice through its rigorous college preparatory curriculum, house system, and co-curricular activities.



## The Opportunity

Archbishop Riordan High School, a Catholic, college preparatory co-educational school in the Archdiocese of San Francisco, has announced a search for its next principal, who will assume leadership in July 2022. Riordan’s legacy spans more than 70 years of excellence in Catholic education, with a rich and rigorous academic curriculum, a wide range of extracurricular activities and an environment of support, compassion and mutual respect. From the classrooms to the hallways, to the performance stage and athletic venues, Riordan fosters camaraderie and an authentic sense of belonging for their young people. There is a strong “family spirit” that permeates throughout the campus, that is articulated by all stakeholders, from students to faculty to alumni.

One of the most diverse schools in the area, Riordan is celebrating a renaissance and entering a new era, with a sense of excitement from positive enrollment growth to increased programming to the addition of young women in 2020.



## The School's Heritage and Community

In 1849 members of the Society of Mary came to the United States and expanded their ministry in education. In 1949, Archbishop Riordan High School was founded as part of the Marianist Province of the United States which sponsors 18 other secondary schools and three universities. Originally founded as an all-boys high school, Riordan opened the campus to girls in the fall of 2020 when a local Catholic girls school, Mercy High School, announced its closing.

Archbishop Riordan High School is an Archdiocesan Catholic school in the Marianist tradition, which prepares students to love, learn and lead. Marianist schools aim to transform their communities by animating the Marianist charism, to be formed by Mary for the mission of Christ, through the Characteristics of Marianist Education:

- Educate for formation in faith
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice, peace and the integrity of creation
- Educate for adaptation and change

## Quick Facts

**Enrollment 2021-22:** 986 (includes 39 boarding students; 46 international students)

**Grade 9:** 281

**Grade 10:** 270

**Grade 11:** 213

**Grade 12:** 222

33% female/67% male

**Average Class size:** 25

**Percentage of Catholic students:** 63%

### Student Diversity:

Black 6%

Asian 26%

White 26%

Hispanic 23%

Multi Racial 15%

Other 4%

**Administration:** 10

**Faculty:** 60

**Staff:** 40

**Tuition:** \$22,500



## Notable Programs at Archbishop Riordan High School

The school's mission is the anchor in developing young adults to enter an ever-changing world. Riordan provides a Catholic and virtues-centered education with high academic standards to students of all abilities that prepares young women and men for college and for a world which expects much of them. Riordan administrators, faculty and staff consider themselves Marianist educators who form both Catholic and non-Catholic students, encouraging them to deepen their personal faith and character development in academic classes, extra-curriculars, retreats, liturgies and in service. To that end, there are a myriad of opportunities for students to take leadership roles in Campus Ministry, from training for the Living in Faith Experience (LIFE), to planning and executing monthly service drives through the CORE Team, to being a part of the liturgy team. All students are encouraged to participate in grade-level retreat programs, which culminate with Kairos during senior year.



Academics at Riordan is rigorous and strives to engage the whole student with a strong foundation for learning and co-curriculars that support the educational experience. Instructional practices are tailored to the needs and interests of all students, with a focus on learning by doing in a skills-based, standards-based curriculum. Thirty AP and honors courses are offered—this includes a four-year honors engineering program, with a focus on computer engineering, fabrication and design, as well as the four-year biomedical sciences program, an innovative approach to learning that bridges science, ethics and human systems. In addition, students can take courses for college credit at San Francisco City College which is located across the street from the campus.

Riordan's Resource Specialist Program (RSP) serves those members of the student body who have a need for extra support in their high school career. Since 1994, RSP has served students with diagnosed mild to moderate learning disabilities, helping them succeed in Riordan's rigorous college-prep curriculum and prepare for academic careers beyond high school. For close to three decades, the program has been a national model for students with learning differences.

Co-curricular programs are a vital part in the students' school life. Athletics provide a rich tradition of teamwork, competition and championships and are a source of pride for the entire school community. The program stresses sportsmanship, self-discipline, commitment and self-confidence, as well as dealing with success and overcoming adversity. These lessons enrich a student's academic life while providing a foundation of character and integrity. Riordan fields 40 teams in 12 sports and is supported by a full-time strength and conditioning staff. In addition to team options, sports medicine and sports management programs enhance the overall athletics program. Artists, musicians, singers and actors thrive in diverse visual and performing arts classes and clubs. Riordan celebrates the unique talents and interests that each student brings to the campus and offers a myriad of offerings to discover their passions. In addition to arts





offerings in drawing, digital media, music, dance and acting, students can compete with the school's nationally renowned band, produce or direct the daily news show or write for the school newspaper. There is an opportunity for every student to get involved and explore their talents. Community-building is a critical component of Riordan school life. To that end, the House System was launched in the 2017–18 school year. The House System creates community and school spirit through the core tenets of mentorship, leadership and competition. Each student is a member of one of four Houses through his or her time at Riordan. They meet weekly in large or small groups during "R time," compete throughout the year and grow as leaders.

## Governance and Finances

Archbishop Riordan High School operates under the auspices of the Archdiocese of San Francisco, with the principal hired by and reporting to the president, who in turn reports directly to the Superintendent of Catholic Schools. The school operates under the president/principal model, with the principal serving as the chief academic and operational leader of the school while the president oversees areas of business operations such as finances, fundraising, admissions, facilities and marketing. Riordan has the benefit of a Board of Trustees, which assists the president and ultimately the Superintendent of Catholic Schools, by providing strategic advice and counsel relative to school planning, facilities, finance, institutional advancement, and other areas of the school.

The Principal runs and operates the school in collaboration with the President. Their role encompasses not only academics, but also robust co-curricular programs. As such, the Principal directly manages a team of senior administrators, as well as department and program directors, faculty, and staff. Collaboration between the Principal and President is vital. Together they will align around the vision and direction for the school. However, the Principal is the primary academic leader, tasked with leading Riordan's faculty and staff to bring that vision to life. While the President is a partner and resource, a successful Principal will take the operational lead, seeking appropriate guidance and assistance wherever necessary to enact the school's mission and serve the community.

The lay teachers in the Archdiocesan High Schools of San Francisco are covered by a Collective Bargaining Agreement. The CBA between the Archdiocese and the Secondary Teachers Association, Local 2240, American Federation of Teachers, AFL-CIO is typically negotiated every three years. The current contract is ratified through 2022.

The school is financially stable and has an overall annual budget of approximately \$22.5 million. Tuition, which comprises the majority of the school's revenue, is set at \$22,500 for the 2020-21 academic year. Financial aid and scholarships totaled approximately \$6 million for the 2020-21 school year. 65% percent of families receive need or merit-based financial aid as well as scholarships. The average financial aid award is \$9,900.



## Opportunities for the next Principal

**Marianist Catholic Identity:** The culture of Riordan is clearly informed by its core values and its belief that spirituality and academic excellence are the foundation for developing and preparing students to be successful. In this context, the next principal, in partnership with the president, must model Riordan's Marianist Catholic ethos and mission. The new principal must fully embrace and be committed to maintaining a community culture that honors the school's Marianist Catholic values, social justice and Catholic social teachings as its guideposts.

**Building School Culture:** The Riordan community has worked diligently to ensure that the school continues to fulfill its mission as a Catholic institution that now serves young women and men. As noted, the addition of young women is relatively recent. While this transition to coeducation has gone fairly smoothly, it is still a work in progress. Overall, there is a lot of positive momentum for Riordan as evidenced by explosive enrollment growth and increased interest in the school. In this context, the new principal, in collaboration with the president and the school community, will have the opportunity to continue to lead Riordan through this transformation and into a new era to ensure that it continues to remain rooted in its mission and foundation while working to realize its full potential in this new version of itself. This work entails paying attention to the needs of students and parents as well as deep care and empathy for faculty and staff, supporting them to help students succeed.

**Academic Leadership:** Leading Riordan into a new era will require a principal with proven experience in articulating an academic vision for the school and the ability to collaborate with the school community to make that vision a reality. The new principal will be able to assess the school's current academic program, understand current trends in Catholic secondary education, assess the needs of our students and articulate an academic vision for the school that meets the expectations for high academic standards that will prepare young women and men for college and a diverse and complex world.





## Qualities Sought

The Archbishop Riordan High School search committee and community are interested in candidates who are individuals of faith and who can embrace, articulate and promote the school's Catholic identity as well as its dedication to faith, academic excellence and service. The principal will be an educational leader who is able to build upon a strong school community, with an eye towards what the next best version of the school can be. The successful candidate will embrace the Riordan community and be an energizing and inspirational individual who can delegate effectively while ensuring accountability. The candidates should have most, if not all, of the following qualities:

- A practicing Catholic committed to furthering the Catholic identity of Archbishop Riordan, with a willingness to engage and work in strong collaboration with the president.
- An effective leader who knows current trends in Catholic secondary education, with proven experience in developing strong academic programs and a willingness to create bold, signature programs
- A willingness to work closely and comfortably with the leadership team, faculty and staff, investing time in the people and delegating appropriately, to build a true partnership for the school.
- An understanding of organizational dynamics and systems to ensure strong collaboration with senior administration. In particular, the principal must have knowledge of what constitutes an effective president-principal model.
- A commitment to diversity, multiculturalism and globalism. Have the desire and skill to work with a diverse community in a meaningful and genuine manner.
- Comfortable with being present and visible to the school community



Successful candidates will bring creativity, innovation, initiative and optimism. They will possess a warm, approachable presence and a sense of humor. They invite and connect easily with parents, teachers and students and are adept at drawing from the collective wisdom of the community. The next principal will have a commitment to collaboration and transparency that genuinely invites and respects the perspectives and views of others yet is decisive when required. The new leader will be energetic and confident, with strong emotional intelligence, and have a true love of and appreciation for the school's culture, its deep history and traditions.

## To Apply

Interested and qualified candidates are invited to contact the Chair of the Search Committee in confidence.

Mr. Simon Chiu  
Director of Development  
schiu@riordanhs.org

Electronic submission of materials is required no later than **March 25, 2022**. Please send materials in a consolidated pdf format. Candidates should submit the following documents:

- Cover letter explaining their interest and qualifications for the position at Riordan
- A one-page statement of educational or leadership philosophy and practice
- Current resume
- Names, e-mail addresses and telephone numbers of five references to be contacted (references will not be contacted without the candidate's permission)

