



**PURCELL
MARIAN**
HIGH SCHOOL

AN IB WORLD SCHOOL

President

SEARCH PROSPECTUS



PURCELL MARIAN HIGH SCHOOL

Cincinnati, Ohio

www.purcellmarian.org

START DATE – JULY 2025 OR SOONER

Partners in Mission School Leadership Search Solutions, LLC



MISSION

As a Catholic community, we cultivate the best in each for the benefit of all.

CORE VALUES

- Rooted in the traditions of the Marianists, we foster faith, hard work, and service to others.
- We believe love inspires learning.
- We believe every student is different and these differences strengthen our community.
- We challenge our students to be open-minded risk-takers, and engaged global citizens, who eagerly pursue knowledge and new experiences.

SCHOOL HISTORY

For almost 100 years, The Castle on Hackberry Street in the Cincinnati city neighborhood of East Walnut Hills has been a keeper of Purcell Marian milestones and memories. Founded on the faithful charisms of The Marianists, the Purcell Marian family of schools includes St. Mary, Regina, Purcell, Marian, and Purcell Marian High School. Together, they comprise one of the largest Catholic families (15,000+ strong) in Greater Cincinnati, serving a diverse population of students since 1928.

Purcell Marian is concentrated on inclusiveness and preparing students for post-secondary professional opportunities in the ever-changing world through its Career Initiatives Program and International Baccalaureate Diploma.

The Purcell Marian community is committed to values and traditions where friendships bloom across the boundaries of socio-economics, gender, abilities, race, or religion, rendering students uniquely positioned for successful futures.

MARIANIST SPIRITUALITY AND EDUCATION

Purcell Marian is one of just 19 Marianist high schools in the U.S. and one of only four schools with a Marianist Excel Program, which concentrates on providing financial aid, academic and social support to high-achieving students from urban elementary schools.

Dedicated to forming people and communities of faith, the Society of Mary (Marianists) is an international Roman Catholic religious congregation of brothers, sisters, and priests. The Marianists sponsor universities and secondary schools, as well as parishes and retreat centers, and work in spiritual formation, social justice, and environmental preservation. Blessed William Joseph Chaminade founded the Society of Mary in France in 1817, and the Marianists have been present in the United States since arriving in Cincinnati, Ohio in 1849. As part of a wider Marianist Family that includes committed lay men and women, we are dedicated to forming people and communities of faith through education, parish work, social justice, the arts, and other ministries.

As a Marianist-sponsored school, the administration, teaching, and learning are focused on five "Characteristics of a Marianist Education."

Educates for formation in faith

Provides an integral, quality education

Educates in the family spirit

Educates for service, justice, peace and the integrity of creation

Educates for adaptation and change

"Religion is not taught; it is communicated.

Religion is installed more deeply in the spirits and hearts of the students through the atmosphere that permeates the school than through teaching."

Blessed William Joseph Chaminade, founder of the Marianist Family



ACADEMICS

The Academic programs at Purcell Marian are dedicated to educating the whole person, body, mind, and spirit, as it prepares its students for both higher education and a diversified workforce. Purcell Marian is recognized for the academic excellence, rigor, and professionalism it offers students in a uniquely diverse learning environment. The school is accredited by the Department of Education of the State of Ohio and the Ohio Catholic Schools Accrediting Association.

3-E Promise

The 3E Promise is Purcell Marian's Strategic Priority which guarantees that every student be Enrolled, Enlisted, or Employed at their time of graduation. The College + Career Center makes this happen by supporting students through all four years at Purcell Marian. Students will engage in opportunities to explore all three possible post-secondary pathways for the purpose of identifying not only their career pathway of interest, but also to begin creating plans for how to achieve their future career goals.

International Baccalaureate (IB) Program

At Purcell Marian, students have the opportunity to take a variety of IB classes. These two-year courses are designed to create lifelong learners, with an approach to teaching and learning that goes beyond memorizing facts and formulas. The IB classes are lively, challenging, and student-centered, a place for Cavaliers to pursue their own interests and take pride in hard work.

Students who enroll in the full IB course load as juniors are eligible to pursue the IB Diploma, a diploma issued directly by the International Baccalaureate Organization and highly regarded by university admissions officers around the world.





IB For All is fully inclusive, offering a rigorous, holistic education to all Cavaliers. Starting with the class of 2026, all Purcell Marian students will graduate with at least one IB course on their transcript: IB Language and Literature. This course will replace all existing PM English courses at the 11th and 12th grade level and ensure that every student benefits from an IB education.

Career Initiative Program (CIP)

The Purcell Marian Career Initiatives Program (CIP) is multifaceted, designed to inspire, engage, and support our students in determining their own futures. Whether their future involves college enrollment, employment, or enlistment in the armed forces, the CIP provides students with career exploration support, networking opportunities, and exposure to industries and opportunities. Through hands-on learning with over a dozen community partners, students gain real world experience in industries such as manufacturing, engineering, construction, healthcare, and the skilled trades.

Purcell Marian has experienced a steady increase in enrollment in this program since its inception in the 2017-2018 school year, and is working diligently to expand course offerings to students. During the 2023-2024 academic school year, four classes were offered and had 72 students participating in the Career Initiative Program, a 453% increase in student enrollment in coursework in five years. The long term goal is to serve every student.

Center for Student Support Services (CS3)

The CS3 team provides specially designed instruction for students on Individualized Education Programs (IEP). From speech and language therapy to a small group setting for tests, each student in the CS3 Program has a resource bell built into their schedule so they do not miss in-class instruction. Outside of their resource bell, CS3 students are fully integrated into their academic pathway, whether they are in IB, Advanced College Prep, or College Prep curriculum. The CS3 team comprises a Director and four full-time intervention specialists, one for each grade level.

CHARACTERISTICS OF A PURCELL MARIAN CAVALIER

- We question until we find answers.
- We connect. We care what happens at home and throughout the world.
- We seek the truth.
- We tell our story and listen to what others have to say.
- We care deeply about others.
- We seek justice and have the courage to take action.
- We appreciate our roots, while appreciating the values and traditions of people from different backgrounds and cultures.
- We step out of our comfort zones and take risks to explore new concepts.
- We think, reflect, and evaluate.
- We understand that we are called to serve and make a difference in this world.

THE OPPORTUNITY

The President, working collaboratively with the Principal and Chief Operating Officer/ Director of Finance reports and is accountable to the Board, the Archbishop, and the Superintendent of Catholic Schools. The Executive Officers of the Board, or its designees, will conduct an annual review of the President's performance and participate in the Archdiocesan assessment of the President.

Position Overview

The President of Purcell Marian High School serves as the Chief Executive Officer of the school and is responsible for implementing the school's Catholic mission and strategic vision. The President guides institutional growth through oversight of the administrative leadership team and is responsible for ensuring successful educational programming, school culture, advancement functions, enrollment management, marketing, communication, technology, finances, and facilities management. This



position is responsible for assuring the effective operation of all aspects of the institution, for ensuring the financial health of the school, and leading the school towards growth and sustainable longevity. The President is responsible for all external and public relations of the school.

Responsibilities and Duties

- As a primary faith leader, the President will work in collaboration with the administrative leadership team to promote and ensure the school's Catholic identity in accordance with the Marianist tradition.
- The President will model, articulate, and direct the execution of the mission, vision, and strategic direction of Purcell Marian High School.
- The President will work with the Board to develop the school's strategic plan. Once adopted by the Board, the President will implement the principles, objectives, policies, and procedures of the strategic plan, ensuring a school-wide accountability for attainment of goals by the staff, community, and key stakeholders.
- The President will develop, implement and enforce school policies related to long-range and strategic issues including, but not limited to, the mission statement, bylaws, internal Board proceedings, enrollment, employment, facilities, safety, and financial procedures. The administrative team, under the direction of the President, will develop all policies related to the operations of the school including, but not limited to, academic policies and programs, admission processes and decisions, administrative and faculty staffing and evaluation, student behavior, and curricular and extracurricular development and activities.
- The President, in coordination with the Principal, shall provide for the safety and welfare of students, faculty, and staff. The President will hold the Principal accountable for developing and implementing the school Crisis Plan and School Safety Plan.





- The President is responsible for the recruitment, employment, orientation, evaluation, professional development, retention, and termination of all employees under his or her direct supervision. Direct reports will include the Principal, Chief Operating Officer/Director of Finance, Director of Advancement, Director of Admissions, Director of Communications and Marketing, and Director of Facilities. The President and Principal will co-sign all faculty employment contracts. The President will foster a trusting, collaborative, positive, and professional atmosphere amongst the employees.
- The President supervises the Chief Operating Officer/Director of Finance in managing all financial activities, services, and functions, including development of the annual budget for Board approval; management of monetary resources to ensure fiscal stewardship; preparation for annual financial reviews and implementation of review findings; management of investments, endowments, financial aid, scholarships, grants, and debt service.
- The President will oversee business operations, including human resource policies and procedures; school-wide technology plan; facilities and grounds maintenance and capital improvements; vendors and contractors; and delegation of specific responsibilities to the Chief Operating Officer/Director of Finance and Director of Facilities.
- The President will have oversight of the advancement office and will work with the Director of Advancement to define and achieve annual fundraising objectives, including endowment, annual giving, and capital initiatives, in order to meet the

present and future needs of the school. The President oversees relationships with potential donors as well as the solicitation of grants and donations from alumni, foundations, trusts, organizations, and select individuals.

- The President is the school's key spokesperson and primary public face to both the school community and external stakeholders. As such, the President will work with the Director of Communications and Marketing, Director of Advancement, and the Director of Admissions to develop and implement an annual marketing plan that will provide for the student recruitment and retention; support fundraising objectives; and promote the school to the broader community. The President will also provide regular communications to parents, faculty, and staff on matters directly under the purview of the President, and attend various school and community events as the school's representative.
- The President supervises the Director of Admissions in managing the student enrollment process from inquiry through admission and meeting target enrollment goals. The Director of Admissions works in collaboration with the Principal on the admission decision process.
- The President will ensure that the school complies with all legal and contractual requirements related to finance, operations, advancement, admissions, and staffing.
- The President will collaborate with the Principal to prepare and publish the school calendar.
- In collaboration with the Principal, the President will create, lead and implement Diversity, Equity and Inclusion (DEI) programs and best practices in collaboration with administrators, teachers, staff and parents to ensure equitable standards are implemented for the whole Purcell Marian community.
- The President will serve as the school's primary liaison to the Board bringing updates, concerns, recommendations, resource requirements, and major issues to the Board's attention in a timely manner.
- The President will reinforce the Board's governance and fiduciary responsibilities by participating in Board meetings; preparing administrative reports; and developing recommendations for Board consideration that combine the best interests of students and the needs of the school. The President's office maintains





the records of all Board proceedings, including minutes and Strategic Plans and any other legal or binding document. The President prepares the agenda for Board meetings with the Board Chair: the President's office will send out the Board agenda and meeting materials to the Board prior to its regular meetings.

- The President shall serve as a non-voting member of the Board and the Board Executive Committee. The President, or President's designee, will serve as a voting member of all Board committees.
- The President, in coordination with the administrative team, is responsible for periodic updates of the Employee Handbook and for the communication and implementation of handbook guidelines and policies.
- The President serves as the primary school representative to the Archdiocese of Cincinnati and the Marianists.
- The President may be required to perform duties not specified in this job description as required for the successful operation of the school and agreed upon by the Board and/or the Superintendent of Catholic Schools.

Qualifications and Requirements

- A practicing Catholic in good standing with the church
- Committed to the mission, vision, and values of Purcell Marian High School and the Marianist Charism
- Exceptional communication and interpersonal skills, including a proven ability to engage and inspire a wide range of stakeholders
- Knowledge of secondary education programs and practices with strong skills in the areas of strategic planning and mission effectiveness
- Solid financial skills in both budget management and strategic financial planning

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- Demonstrated ability to successfully lead and solicit in fundraising or similar transferable skills with respect to institutional development
 - Proven success managing and developing a leadership team demonstrated through a variety of career paths including: education, non-profit, or corporate
 - Experience working with Boards and engaging volunteers and donors to support a mission-driven organization
 - Demonstrated ability to work in partnership with students and families of all backgrounds and all abilities
 - Strong commitment to personal and professional integrity and moral character
 - Ability to work in a complex organizational setting
 - Able to complete all requirements of the Decree on Child Protection for the Archdiocese of Cincinnati
 - Bachelor's degree required; Advanced degree preferred

ABOUT THE AREA

Cincinnati, Ohio, offers a compelling combination of economic opportunity, cultural richness, and high quality of life. With a relatively low cost of living, the city provides residents with an affordable lifestyle while maintaining access to excellent amenities. Cincinnati is home to a thriving arts and cultural scene, including esteemed institutions such as the Cincinnati Symphony Orchestra, the Cincinnati Art Museum, and numerous theaters. The city also offers extensive green spaces and recreational opportunities along the picturesque Ohio River, appealing to those who value both urban and outdoor experiences. Boasting a strong job market in sectors such as healthcare, finance, and technology, Cincinnati is well-positioned for professional advancement. Additionally, the presence of renowned universities and research institutions contributes to its reputation as a center of education and innovation.





APPLICATION PROCEDURE

To apply, please submit the following four documents, confidentially and as separate PDF attachments, to Shana Rossi, srossi@partnersinmission.com.

- Letter of Interest that aligns your experiences and skill sets with the school's current needs as you understand them.
- Statement of Catholic educational leadership philosophy.
- Current resume with all appropriate dates included.
- List of five references with names, relationships, phone numbers, and email addresses. References will not be contacted without your knowledge and approval.
- Please include "Purcell Marian High School" in the subject field.



Assemble all of the application materials in one email to:

Shana Rossi, Partner
Partners in Mission School Leadership Search Solutions, LLC
srossi@partnersinmission.com
302-250-2119
www.partnersinmissionslss.com



partnersinmissionslss.com