



## The Mary Louis Academy:

### Administrative Director

#### Mission and Background

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

#### Overview & Opportunity

Reporting to the President, the Administrative Director is responsible for ensuring operational excellence and bringing strategic planning into action.

- Working closely with the President to achieve the long-term goals of TMLA, and serving as a key liaison between the President and TMLA internal and external stakeholders (e.g., students, parents/guardians, faculty and staff, alumnae, trustees).
- Assisting in the coordination and management of TMLA's administrative operations, and staff compliance with the school's fiscal policies and procedures, including coordinating school-wide communication, management development and professional support.
- Representing the President, fostering strong relationships with those organizations, and providing support in management and board governance issues.
- Executing discrete projects which include drafting memos, background documents, presentation materials, reports, and policy recommendations for complex issues.

#### Key Responsibilities

- Work with the President, provide instructional coaching, professional development, and evaluations to instructional staff.
- Maintain supervisory oversight of departmental operations.



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- Direct the development and implementation of short and long-term department/operational strategies.
- Develop and manage departmental budgets.
- Manage and evaluate the design, development, and implementation of department programs, policies, procedures, and controls for initiatives.
- Resolve complex issues requiring coordination across multiple teams.
- Manage strategic initiatives.
- Analyze and interpret statistics, management planning data for predicting resource needs and developing long-range plans.
- Implement strategy for all non-curricular aspects of the TMLA's programs (marketing, talent recruitment, finance, technology, facilities, etc.).
- Serve as the point of contact for technical advice, problem-solving assistance, answers to questions department/program goals, policy interpretation; collaborating globally with colleagues in supporting TMLA and its students.

### Required Abilities

- Excellent judgment is essential
- Excellent strategic planning, organizational and problem-solving skills
- Ability to function effectively in a fast-paced, high pressured environment and progress on multiple projects simultaneously
- Excellent presentation, networking, and written and verbal communication skills
- Financial and analytical skills
- Ability to work independently and as a member of a team
- Self-initiated and motivated
- Proven verbal and written communication skills to deal effectively in a multi-dimensional environment
- Computer proficiency in office-related software
- Technical experience developing databases and spreadsheets to support departmental functions
- Demonstrated ability to make sound judgment
- Ability to carry out the management mission of an academic unit in a complex environment
- Ability to work in a deadline-driven environment and manage multiple priorities. Position demands significant attention to detail, effective communication, team collaboration, and occasional work on weekends
- Proficiency in MS Office (Word, Excel, PowerPoint), and knowledge of other PC programs.

### Qualifications



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- Unquestioned integrity and commitment to TMLA's mission and values
- Personal responsibility with humility
- A relentless drive for excellence
- A strong belief that all children can achieve both moral and academic excellence
- 7+ years progressively responsible experience in academic program administration or student services or equivalent combination. Must include experience supervising administrative activities, overseeing staff and operations.
- Strong data analysis skills, with experience using student performance data to drive programmatic improvements
- Eagerness to contribute positively to the TMLA community
- Willingness to engage with and learn from people with diverse backgrounds and experiences
- Ability to bring joy, kindness, maturity, and flexibility to the school environment

Please submit a cover letter and resume to [hiring@tmla.org](mailto:hiring@tmla.org).