



**Director of Holy Child Network of Schools
Society of the Holy Child Jesus, American Province
Rosemont, PA**

<https://www.shcj.org/american/>

THE ORGANIZATION

The Society of the Holy Child Jesus, founded by Cornelia Connelly in 1846, is an international congregation of religious women in the Catholic Church. Inspired by the vision and spirit of Cornelia, today's members are alert to the needs of the twenty-first century and continue to reach out in service to others just as she did.

The Society spans four continents, with a mission to rejoice in God's presence and to help people believe that God lives and acts in them and in our world. The Society works collaboratively in educational, spiritual, pastoral, social and healthcare ministries, helping people develop their gifts and talents so that they can lead meaningful lives and make a difference in the world. The Society believes that our shared lives and personal relationships with God inspire individual and corporate actions toward a more just, compassionate, and harmonious world.

Education

The Holy Child Sisters' contribution to the field of education has been a hallmark of the Society for 175 years. Rooted in the mission to help others believe that God lives and acts in them and in our world, the Society's educational philosophy focuses on the reverence and dignity of every person. The Holy Child Sisters remain the sole sponsor of the Holy Child Network of Schools.

- [Holy Child Network of Schools](#) (Early Childhood – 12th Grade)
- [Rosemont College](#)
- [Providence Center](#)
- [Casa Cornelia Law Center](#)
- Co-sponsored ministries: Washington School for Girls, Hope Partnership for Education, South Central Los Angeles Ministry Project, Cristo Rey New York High School, Cristo Rey St. Martin College Prep

Holy Child Network of Schools (Early Childhood – 12th Grade)

Founded and sponsored by the Sisters of the Holy Child, the [Holy Child Network of Schools](#) is an association of nine independent Catholic schools. Each school is committed to the [Goals of Holy Child Schools](#) which articulate the educational philosophy of Cornelia Connelly and the mission and spirit of the Society of the Holy Child Jesus. Together, the schools in the Holy Child Network educate more than 3,500 students every year.

The schools include:

- [Cornelia Connelly Center \(New York, NY\)](#)
- [Connelly School of the Holy Child \(Potomac, MD\)](#)
- [Holy Child Academy \(Old Westbury, NY\)](#)
- [Holy Child Academy \(Drexel Hill, PA\)](#)
- [Mayfield Junior School of the Holy Child Jesus \(Pasadena, CA\)](#)
- [Mayfield Senior School of the Holy Child Jesus \(Pasadena, CA\)](#)
- [Oak Knoll School of the Holy Child \(Summit, NJ\)](#)
- [Holy Child School at Rosemont \(Rosemont, PA\)](#)
- [School of the Holy Child \(Rye, NY\)](#)

For additional information, please visit their website at <https://www.shcj.org/american/>.

THE POSITION

Reporting to the Board of Trustees for Holy Child Network of Schools, the Director assists in and facilitates the work of the Network Board in carrying out its responsibilities for the ongoing development and support of the ministry of Holy Child Schools in the United States. The Director coordinates and facilitates the development of Holy Child mission and educational philosophy within and among the Network Schools.

Specific Responsibilities

Strategic Network Leadership

- Acts as liaison between the Network Board and the Network Schools.
- Assists and supports administrators and the local Boards of Trustees in the implementation of the *Goals of Holy Child Schools*.
- Plans and facilitates ongoing sponsorship programs, including orientation of new trustees, orientation of new Heads, Mission Effectiveness Process, orientation of teachers/staff, teacher/staff meetings, and student programs.
- Plans and organizes the annual national and/or regional meetings of Heads, Chairpersons, and Network Board.
- Prepares, presents, and oversees the Network budget; works with Network treasurer in all financial matters, including managing the Network's endowed trust.
- Facilitates the sharing of programs, resources, and general concerns among the Network schools; connects Network personnel.
- Administers the Holy Child website and the Cornelia Connelly Digital Library website.
- Oversees the process of revising the Goals and Criteria for Holy Child Schools with input from Faculty, Administration, and Board (every 8-10 years); presents to the Network Board for approval.
- Supervises an Assistant to Network Director and others as assigned.
- Leads in strategic planning for the Network with input from the appropriate School and Board personnel.

Network Board Relations

- Presents to the Network Board, as requested, information and the implications contained therein, needed by them to make responsible decisions affecting the ongoing vitality of the Network office and the viability of the schools as Holy Child institutions.
- Meets with Network Board on a regular basis to review Network activities, concerns in individual schools, formal and informal communications from the schools, membership in Network of present schools, possible admission of new school to Network.
- Compiles individual Network School statistics each year and shares with all the Network Schools and the Network Board.
- Works closely with the Board Chair to assure effective governance and implementation of board policies, strategies and directives.

School Leadership and Administration

- Oversees process for implementation of Holy Child Goals and Criteria with the Schools including consult from Boards, faculty, etc. Writes or includes revisions that are in line with Holy Child Mission and Philosophy.
- Visits each Network School at least once a year, meets with Head of School, Board, and Campus Ministry leadership, and provides feedback and recommendations as required or requested.
- Plans, coordinates and executes seminars, special programs, and meetings for the purpose of fostering the ongoing professional development sharing and ongoing development of Holy Child mission and philosophy among teachers and administrative personnel in the Network Schools.

School Board Relations

- Conducts new trustee orientation annually in regions and presents the life, spirituality, educational philosophy of Cornelia Connelly; history of Society; the Society today in all three provinces; the Network of Schools, the non-Network ministries of the Society.
- Facilitates the ongoing development of the Boards especially in the area of Mission Effectiveness.
- Attends one Board meeting a year to provide a Network update and reflection on the School and Board after the School visit.
- Shares trends, best practices, programs, etc. in Holy Child Schools and independent schools.
- Advises the Board of Trustees on the appointment of a Head of School (sits on all Search Committees) and in any other matters in which they seek assistance.

Mission Effectiveness

- Facilitates the tasks of the Mission Effectiveness Committee; works with them to organize and carry out the evaluation process in each school; keeps necessary records, plans workshops, and evaluates and updates MEC process.
- Presents Mission Effectiveness Committee (MEC) final reports to the Network Board. Discusses Visiting Committee Recommendations (amends, adds or otherwise changes) and sends letter with Recommendations to the School.
- Discusses and approves each Schools Mission Effectiveness Action Plan. Sends letter of approval to the Schools.
- Assists in planning and presenting Mission Education Workshop (annually).
- Keeps informed of current trends in sponsorship, management, education, and issues in canon law/civil law regarding Catholic institutions.

THE CANDIDATE

The Director of Holy Child Network of Schools must understand the mission and goals of the Sisters of the Holy Child Jesus along with an appreciation of their traditions and culture. The ideal candidate will be a compassionate and agile leader with the ability to collaborate with Network schools and communicate the educational philosophy of Cornelia Connelly and the spirit of the Society of the Holy Child Jesus. The successful candidate will be a spiritual leader with a broad knowledge of theology and a desire to continue to grow in understanding of the Holy Child spirituality and its impact on the schools and communities within the Network.

Qualifications

- Minimum of 10 years of progressively responsible leadership experience preferably Catholic education and within school leadership or education administration.
- Master's degree in educational leadership or related field required.
- Knowledge and appreciation of the Holy Child mission, educational philosophy, and the life and charism of Cornelia Connelly and how it impacts the schools and students within the Network today.
- Broad understanding of theology and the willingness to learn and grow in understanding of Holy Child spirituality including incarnational theology and how it relates to Schools within the Network.
- Senior executive leadership skills, both strategic and tactical, and an ability to inspire and mentor board leadership, school administration, staff, and volunteers in understanding the mission of the Holy Child.
- Strong organizational and interpersonal skills.
- Possess effective communication skills to express orally and in writing the Holy Child educational mission, philosophy, history, heritage, vision, spirituality, and goals with clarity and passion to all constituents.
- Proven leadership skills in consensus building through confidential dialogue, problem solving, and empowerment for decision making.
- Ability to cultivate effective working relationships throughout the Network.
- Must be willing and able to travel throughout the United States to Holy Child Schools and communities.

For inquiries, nominations and applications please contact:

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