

Educational Career Opportunity



PRINCIPAL Saint Francis High School Mountain View, California



For a position to begin in July of 2018, Saint Francis High School is seeking a distinguished educational leader who will embrace and embody the Holy Cross charism. The successful candidate will be a committed Catholic, with an advanced degree and extensive experience in a position of educational leadership, ideally in a Catholic institution.

From the foundation established by the Brothers of Holy Cross in 1955, Saint Francis High School has grown into an inclusive, diverse and lively community of more than 1,700 young men and women motivated by high expectations, enduring Christian values and opportunities to excel across many dimensions. As a leading coeducational Catholic college-preparatory school with a well-established reputation, SFHS received nearly 1,500 applications this year for 450 available seats. Its graduates are welcomed each year to the nation's finest colleges and universities.

Rooted in the Catholic values of the Holy Cross tradition, Saint Francis High School is dedicated to educating the hearts and the minds of its students in an inclusive and welcoming environment. Inspired by its Holy Cross charism, Saint Francis High School seeks to educate its students to be well-balanced, service-oriented and ethical young adults, prepared for college and global citizenship. Saint Francis High School welcomes all students who seek a Catholic education and is committed to offering an affordable education in the spirit of its Holy Cross mission.

A commitment to excellence pervades all aspects of the SFHS experience. More than 100 members of the Class of 2017 were recognized by the National Merit Foundation, with 26 of those earning the rank as Finalist, marking this the fourth out of the last five years Saint Francis has had more Finalists than any

Catholic school in California. Students annually contribute more than 50,000 hours of community service, including immersion trips to economically poor communities in the state and abroad. The robust athletic program, which fields 66 teams in 26 sports, has captured hundreds of titles. More than 80 arts and other extracurricular activities provide a myriad of opportunities for students to grow, lead and excel.

Among the school's greatest assets are the dedicated, 170-member faculty and staff, who bring the mission to life with skill and enthusiasm. Located between the Santa Cruz Mountains and San Francisco Bay, in the heart of Silicon Valley, SFHS occupies an attractive, well-equipped, 25-acre campus that supports the wealth of opportunities available to its students.

Principal Patricia Tennant will retire from her position in July of 2018, following an extraordinarily successful 22-year tenure that has included growth in enrollment and academic and extracurricular programs.

As Saint Francis High School enters its 63rd school year, the next Principal will have the opportunity to contribute in the school's upcoming Strategic Plan, *Leading with Hope & Zeal*, an innovative, exciting vision designed to guide the school well into its future years.

For more information, visit www.sfshopeandzeal.com.

APPLICATION DEADLINE: DECEMBER 6, 2017



On the web: sfhs.com

SCHOOL

Mission

In the tradition of the Catholic Church and the spirit of Holy Cross, Saint Francis High School is committed to providing the finest college-preparatory program in an inclusive family environment, encouraging students to achieve their highest potential through:

Spiritual development, which expresses their Christian values in the convictions of their heart and the actions of their hands.

Intellectual development, which translates their knowledge and skills into independent and creative thinking.

Social development, which transforms their activities and experiences into leadership in and service to the community.

Our students become Holy Cross men and women who are uniquely prepared for college, service and leadership. Holy Cross men and women are people of integrity who discover their God-given talents, respect the dignity of every person, celebrate family and bring hope to others.



Vital Statistics

FOUNDED: 1955

LOCATION: 25-acre campus in the San Francisco Bay Area

ENROLLMENT, 2017-2018: 1,761

% OF STUDENT BODY BELONGING TO ETHNIC OR RACIAL MINORITIES: 53%

FACULTY: 100 full-time faculty with an average tenure of 13 years; 60% with advanced degrees

OPERATING BUDGET, 2017-18: \$34.7 million

ENDOWMENT: \$46 million

DEBT: None

TOTAL FUNDS RAISED, 2016-2017: \$4.15 million

ANNUAL GIVING, 2016-2017: \$1,135,982 with 53% parent participation

TUITION, 2017-2018: \$17,980

FINANCIAL AID: \$3.2 million to 16.2% of student body

ACCREDITATION: Western Association of Schools and Colleges, Western Catholic Educational Association

MEMBER: National Catholic Educational Association, West Catholic Athletic League, Central Coast Section

Strengths and Attributes

Originally invited to Mountain View, Calif., by the Archdiocese of San Francisco in 1955, the Brothers of Holy Cross established a secondary boys school named for the patron saint of the diocese, Saint Francis of Assisi. Two years later, the Sisters of Holy Cross established a complementary school for young women, Holy Cross High School, just down the road. The two schools merged in 1972 to create a coeducational learning environment for 1,200 students – marking the beginning of an era of rapid progress for Saint Francis High School that has continued to the present.

Twice named a National School of Excellence by the U.S. Department of Education, SFHS offers a full and rigorous core academic curriculum enriched by the teaching of Gospel values. High standards and expectations for all are balanced with careful attention to the holistic development of each student within a loving, family-oriented community.



ABOUT

The Congregation of Holy Cross

A Roman Catholic religious order founded in France more than 170 years ago, The Congregation of Holy Cross today operates schools, colleges and universities in the United States and around the world. The Congregation's founder, Blessed Basil Moreau, was an innovative educator who believed, "education is the art of helping young people to completeness," defining a complete education as, "one in which the hands and heart are engaged as much as the mind." Holy Cross schools teach the Catholic faith, foster Christian insight into social problems and actively engage in Christian service. They are also distinguished by their commitment to welcoming a student body diverse in faith traditions, as well as in ethnicity, academic aptitude and socio-economic backgrounds. Holy Cross communities are characterized by a spirit of family and respect for all.

For more information, visit www.holycrossinstitute.org

The Student Body

Saint Francis High School enrolls a diverse and able student body of more than 1,700 young men and women, drawn from more than 100 elementary and junior high schools throughout the region. Prospective students take the High School Placement Test, with admitted students achieving an average score in the 88th percentile. In keeping with the mission of the school, Saint Francis is committed to serving the Catholic community and gives admission preference to Catholic students and to students with family or alumni associations. The school strives to maintain an enrollment evenly divided between boys and girls, which is currently made up of approximately 66 percent Catholic students. In addition, 53 percent of the students belong to ethnic or racial minorities.

Demand for the program is extraordinarily high, with 3,000 people attending open houses last year and nearly 1,500 students submitting applications. Committed to serving an economically diverse population, SFHS this year provided more than \$3.2 million in financial assistance to 16 percent of the student body. The Holy Cross Achievers fundraising initiative asks donors to commit to sponsoring one student's tuition, a program assisting 60 students this year. SFHS students have also participated in recruitment efforts, reaching out directly to economically disadvantaged students.

Saint Francis High School students are a lively, engaged group with an impressive record of accomplishments. Exceptionally well prepared, they are welcomed each year by hundreds of colleges and universities, including the nation's most selective institutions. The Class of 2017 includes 26 National Merit Finalists, one Semifinalist and 52 Commended Students. A total of 603 students took 1,397 AP exams last spring, with 91 percent scoring three or higher, and 39 percent scoring the top grade of five. Mean 2400 SAT scores for the class of 2017 are 650 Reading, 666 Math and 650 Writing. The 1600 SAT mean scores are 630 Reading/Writing and 620 Math. The mean composite ACT score is 28.3.

Members of the Class of 2017 matriculated at 123 institutions, with 95 percent admitted to a four-year institution and 99.5 percent attending college.

The Faculty, Staff & Administration

The many accomplishments of SFHS students are made possible through the efforts of the devoted faculty and staff. Steeped in the culture of excellence in all endeavors, the school's professionals wear many hats and continually broaden their skills. In addition to their classroom responsibilities, employees coach, moderate and/or direct student activities. With an average tenure of 13 years, the faculty includes a healthy mix of newcomers and veterans, including many alumni. The well-defined professional development and evaluation process includes a Mentor Teacher for each first-year teacher; a formal evaluation in the second and third years; and regular evaluations for all teachers every four years. Teachers are expected to set individual professional development goals each year.

Saint Francis offers highly competitive salaries and an excellent benefits package, including tuition remission for employees' children based on years of service. An Employee Dividend Growth Endowment (EDGE) Fund provides yearly bonuses to the faculty and staff based upon longevity. Supported by donors for the past 17 years, this endowment fund is now over \$11 million. A Faculty Staff Communications Committee helps to maintain strong relationships among the faculty, staff, administration and Board of Directors; one member of the committee sits on the Board's Finance Committee.

The administrative team reporting to the President includes: the Executive Director of Institutional Advancement; the Director of Endowment and Tuition Assistance Programs; the Director of Planning and Facilities; the Director of Finance; the Technology Director; the Alumni Director; and the Principal, who oversees all aspects of the educational program. Administrators reporting to the Principal include: the Dean of Students; the Director of Academics; the Director of Activities; the Director of Admissions; the Director of Athletics; the Director of Campus Ministry; the Director of Guidance and Counseling; and the Dean of Faculty.

HIGHLIGHTS

of the Educational Programs

Saint Francis High School's expansive educational program is designed to produce well-rounded students uniquely prepared for college, for leadership roles and for service to others. With an average class size of 29 and a faculty/student ratio of 1:17, SFHS students actively engage in their educational experience.

The robust college preparatory, honors and Advanced Placement curriculum includes 120 courses in eight academic departments. Students typically take six or seven academic courses per semester. Freshmen are placed in honors classes based on test scores, grades and recommendations. In upper level courses, students elect their own placement according to their academic performance and college goals. Language offerings include Chinese, French, Spanish and American Sign Language.



Graduation requirements include four years of English and religious studies; three and a half years of social studies; three years of mathematics and science; two years of a foreign language; and one year each of physical education and visual arts. In addition, students complete 50 directed hours of community service.

SFHS employs a rotating block schedule, with classes meeting for 80 minutes every other day. Designed to prepare students for the organizational and time management skills required in college, the longer periods also allow for interactive, in-depth discussions and group activities. A built-in collaboration period allows students to meet with teachers, study with classmates, work on projects or do homework.

To supplement and enrich the academic program, Saint Francis offers more than 60 clubs and activities for students, all sponsored and moderated by Saint Francis faculty and staff. Many clubs compete in regional, state and national competitions; some perform, publish and serve the local community; and others provide ways for students to explore new talents. One of the largest clubs on campus, the Saint Francis speech and debate program, is highly successful in local and national competitions. Additionally, the Moreau Province of Holy Cross annually sponsors a leadership conference for students from each Holy Cross school.

Instructional Technology

In 2012, Saint Francis launched a comprehensive initiative to place a school-owned Apple iPad in every student's hand. A student-to-student Help Desk is available, and an Educational Technologist works directly with teachers in implementing new ways to approach teaching and learning. Apple Classroom has been incorporated into classrooms to improve student engagement, and a high-quality wireless infrastructure has been installed. Among the benefits of the program is a marked reduction in the number of physical textbooks students must carry; more than half of all needed books are now available in digital form. In 2013, SFHS was named an Apple Distinguished School.

Guidance and Counseling



The Guidance and Counseling Department is committed to helping students reach their highest potential across all aspects of their lives. Deeply rooted in the Holy Cross commitment to educate the whole person, counselors work with students to plan their academic roadmap, navigate the path of high school and find the best college match. At Saint Francis, counselors are partners rather than gatekeepers in the college process, working with students to take ownership of their journey to college.

The Saint Francis counseling model is unique, providing students with the support they need to succeed in a college preparatory environment. Students are assigned a Freshman Counselor who supports students with their academic and social/emotional transition to high school. Those same counselors assist students in their sophomore year as they transition to a

Guidance & College Counselor who will work with them for the next three years and provide academic, personal, and college advising and support

Campus Ministry and Service Learning

Campus Ministry is a vital component of the Saint Francis program, promoting the school's Catholic Christian values and Holy Cross mission by unifying the community through liturgies, retreats, service activities, immersion programs and prayer. In the tradition of Holy Cross, Campus Ministry's programs are inclusive of all faith backgrounds and designed to make every student feel comfortable and welcome. Led by the Chaplain and the Director of Campus Ministry, the Campus Ministry staff also includes three Associate Campus Ministers and an administrative assistant.



The entire Saint Francis community comes together once a month to celebrate Eucharistic liturgies and prayer services. In addition, all students are invited to attend Morning Liturgies, more intimate services intended to provide students with a personal time for prayer and reflection. The staff also offers pastoral counseling and opportunities to participate in the sacraments of Reconciliation and Confirmation. Through the Campus Student Ministries Club, students collaborate with the Campus Ministry staff plan liturgies, work on retreats, publish daily reflections school-wide and organize mission outreach. Mandatory freshman and sophomore retreats are supplemented by optional retreat programs for juniors and seniors.

The Holy Cross Service Program is a graduation requirement that encourages the development of students' social conscience by placing them in direct contact with various populations of people in need. Through directed service activities, all students will work with people who are developmentally disabled, small children, the elderly and the economically poor. These service activities are completed away from the Saint Francis campus. In addition, the student community each year works on homeroom projects during the six weeks of Lent to raise funds for local and global Holy Cross missions.

The Immersion Program

Instituted in 1998 with a trip to downtown San Jose where 10 students lived for a week with the homeless, the SFHS immersion program has expanded into 10 domestic and international immersion trips each year during which juniors and seniors live and work in poor communities learning about other cultures and people, while putting their faith into practice by serving others. By living and working in poor communities, students experience the people, their history and their culture.

Current destinations include the Appalachia region of Virginia; Campinas, Brazil; Sherman Oaks, Calif.; Santiago, Chile; Lima, Peru; New Orleans, La.; San Jose, Calif.; East Los Angeles, Calif.; Navajo Nation, Ariz.; and Seabright, New Jersey.



The Arts

Blessed Basil Moreau, founder of the Congregation of Holy Cross, made teaching the arts a priority for every school he founded. Since its founding in 1955, Saint Francis High School has carried on this tradition by offering a comprehensive visual and performing arts curriculum. The music program includes four bands (Concert, Symphonic, Jazz and Marching), as well as a number of small group ensembles. The Choir Program offers four levels of academic classes and a lively extracurricular schedule, including several different performance groups. Both the bands and the choirs participate in local festivals, parades, and both regional and international tours. The Liturgy Band performs at school masses and with members of the Chamber Choir and String Ensemble at a variety of school and community events.

The Theater Program offers a four-year curriculum for serious theater students, as well as numerous performance opportunities for all interested students. In addition to the two major stage productions, students interested in drama can perform in several events throughout the year, including Children's Musical Theater, Drama 4 Shows, One Acts, Broadway Showcase and children's drama camps. Every year, 30 Saint Francis students volunteer to teach K-8 grade students how to sing, dance and act in an elementary drama camp. Saint Francis also hosts a summer drama camp for middle school students.

Visual arts offerings include drawing, painting, ceramics, photography, printmaking, video production, graphic arts, dance and guitar. The murals around the school campus reflect the many talents of our student artists.



Athletics



With a proud tradition and legacy of extraordinary success, Saint Francis High School's athletic program is a vital part of school life. 66 teams are fielded in 26 sports, including no-cut options in every season. More than 1,000 students participated in one or more sports last year, including 200 students in track and more than 200 in swimming.

Sports offerings include baseball, basketball, cross country, field hockey, football, golf, gymnastics, lacrosse, soccer, swimming & diving, softball, tennis, track & field, volleyball, water polo and wrestling.

An athletic power in its region, the Lancers have captured 163 team section titles, over 360 league championships, 36 NorCal championships and 14 State crowns. In the past 10 years, Saint Francis has been voted the California Division II School of the Year three times. In addition, Saint Francis athletes have amassed 190 individual CCS titles. Building upon their SFHS experience, more than 55 SFHS alumni are now competing in college.

OPPORTUNITIES & CHALLENGES

For the next Principal

The next Principal of Saint Francis High School will inherit an educational institution in excellent shape. Committed to Catholic and Holy Cross mission, exceptionally well managed and committed to excellence in all its offerings, the school continues to enjoy strong admissions demand despite an increasingly competitive marketplace. Once known primarily as an athletic powerhouse, Saint Francis is now widely considered an academic powerhouse as well.

Other opportunities and challenges awaiting Saint Francis's next Principal include:

- A new strategic plan designed to move Saint Francis into the future with a progressive educational vision (sfshopeandzeal.com)
- A thriving community of Silicon Valley entrepreneurs, parents and alumni ready to impact education at SFHS and in the Valley
- A focus on student and community wellness, looking to nurture balance in student lives
- A changing demographic population with high demands and expectations for student success
- Increasingly competitive public and private schools
- An enrollment decline in Catholic grammar schools in the diocese
- An increasingly challenging housing market and transportation situation for employees and families
- A growing teacher shortage in California

THE POSITION

Principal of Saint Francis High School

The Principal is the chief operations officer of the school and responsible for all student programs. The Principal is directly responsible to the President.

Among the duties of the Principal are the following:

- Oversee school operations within the policy guidelines established by the Board of Directors
- Facilitate the implementation of the Catholic, Holy Cross Mission
- Serve as the lead teacher responsible for the academic and instructional vision of the school
- Hire all certificated and classified operations personnel. Oversee the supervision and evaluation of such personnel
- Appoint and evaluate the Director of Academics, Activities, Admissions, Athletics, Campus Ministry, Dean of Students and Dean of Faculty
- Oversee the day-to-day operations of the school
- Oversee admissions and enrollment, academic programs and records, co-curricular programs, supervision of students, campus ministry and evaluation of personnel
- Communicate with parents on school programs
- Make teaching assignments
- Oversee professional development programs, including in-service programs for certificated and classified staff
- Plan and supervise the annual Commencement Program
- Prepare and present recommendations for the annual operations budget to the President
- Manage expenditures and income within approved operating and capital budgets of the operations programs
- Oversee the WASC/WCEA accreditation process, including the annual Action Plan report
- Serve as the Chair of the Operations Team and the Curriculum Committee; serve as a member of the Executive Committee, Leadership Team, Technology Committee, Admissions Committee and Review Board
- Represent the school at appropriate diocesan, CCS and WCAL meetings and other meetings of the principal's office
- Represent the school as an ex-officio member of the Board of Directors and as the school liaison on the School Committee of the Board of Directors

PERSONAL QUALIFICATIONS

And Personal Qualities

Preferred candidates for the position of Principal are practicing Catholics and have:

- A teaching and administrative credential
- An earned master's degree in education or a related field from an accredited college or university
- Experience having served as a teacher and an administrator at a Catholic school
- Demonstration of educational vision, including the future of education and an understanding of the 21st century skills necessary for students to be contributing members of a global economy
- A commitment to innovation in curriculum and instruction, including the important role of technology in education
- Proof and record of accomplishment as a leader and manager in an educational setting
- Enthusiasm for the SFHS mission and philosophy
- Familiarity with and understanding of the Holy Cross charism
- The ability to be a visionary and strategic thinker
- An understanding of the budgeting process
- A demonstrated commitment to student success and a proven record of working effectively in partnership with faculty and staff
- A social conscience, a clear moral compass and impeccable integrity
- Excellent communication and interpersonal skills; ability to relate well to diverse constituent groups; excellent listening skills
- Experience in faculty and staff development
- A collaborative leader who can work with all segments of the SFHS community
- The ability to communicate effectively with all members of the SFHS community
- Respect for alternative viewpoints, coupled with the ability to create a supportive, collegial and collaborative work environment

SEARCH CALENDAR

Timeline

	Application deadline:	December 6, 2017
	Selection of semifinalists:	December 20, 2017
	Semifinalist interviews:	January 13-14, 2018
	Finalist visits:	January/February 2018
	Appointment:	February 2018
	Start date:	July 1, 2018

Subject to change



THE SEARCH PROCESS

Application Requirements

Saint Francis High School is actively recruiting talented educational leaders who possess the skills, personal qualities and experience necessary to meet the requirements of this rewarding and challenging position.

Applicants should submit by **Wednesday, December 6, 2017**, the following:

- A cover letter indicating why they are interested in and qualified for the position.
- A current resume.
- A statement of educational philosophy and/or other supporting material (e.g. articles or speeches) that would be useful to the Search Committee.
- The names, addresses, e-mail addresses and telephone numbers of three references (two professional and one personal). We will obtain permission from candidates before contacting references.
- These materials should be transmitted via email attachment to search@sfhs.com.

After an initial review of applicants, the Search Committee will select semifinalists, who will be interviewed over the weekend of January 13-14, 2018. Finalists will be invited to a school visit at SFHS for a more comprehensive series of interviews with representatives of the school's constituencies and the Search Committee. A final selection will be made in February 2018.



OUR STRATEGIC PLAN

Priorities

