



# ANCILLAE ASSUMPTA ACADEMY

**President (2025)**

**Ancillae-Assumpta Academy**

**Wyncote, PA**

<https://www.ancillae.org/>

## **THE INSTITUTION**

Ancillae-Assumpta Academy is a nationally renowned private school focused on educating with love and for love. Open to all Pre-K through Grade 8 learners, we leverage a leading-edge curriculum, unmatched facilities, and an innovative philosophy to nurture young minds while developing next-generation creators, thinkers, and leaders. Ancillae's mission serves an ambitious vision set by the Handmaids of the Sacred Heart of Jesus, which is to grow the world's capacity for embracing unconditional love while living in wholeness, peace, and reconciliation.

### **We Love Our Students**

We exist for our students and our families. Guided by love, we provide a unique curriculum facilitated by talented faculty and engaged with by everyone involved in the wellbeing of the children we've been entrusted to educate.

### **We Live Love**

As a Catholic institution open to all, we follow the example of Jesus and strive to make God's love felt the minute you walk through our doors. More than words, we endeavor to live our love and pass on the power of that love to our students. We know that this love drives inner purpose and achievement. We believe that it also surfaces the ambition that carries our graduates to what's next.

## **We Love the Community We've Created**

We have built a unique and powerful learning community guided by love. This love extends beyond the classroom to the buildings we inhabit, food we prepare, the athletic teams we field, the arts programs we mount, the community service we do, and the innovation and making we cultivate.

## **We Are Beloved**

Our alumni return when they are in high school and college to revisit the love that set them on their journey. Our parents stay involved for years after their children graduate. We are an Apple Distinguished School and have been recognized four times as a National Blue Ribbon School of Excellence.

## **Our Educational Philosophy: R.I.C.E.**

In a spirit of hope, we share **Responsibility**, work **Interdependently**, think **Creatively**, and promote the **Empowerment** of people (RICE). RICE is the lens through which we engage in strategic planning as an institution and ensure that Love in action carries us into our future. We mention it often and it operates in the background of all we do.

For additional information, please visit <https://www.ancillae.org/>.

## **THE POSITION**

The President is responsible for the overall advancement and success of Ancillae-Assumpta Academy. In collaboration with the Board and the Handmaids of the Sacred Heart of Jesus, the President will lead the development, implementation, and evaluation of the school's strategic plan. The President works collaboratively with the School Leadership Team managing day-to-day academic, faculty, and student matters. The President will provide leadership in advancing the school in the areas of fundraising, admissions, marketing, and communications.

## **Specific Responsibilities**

### ***Strategic Vision and Leadership***

- Embrace, ensure, and effectively communicate the Academy's Catholic and Handmaid identity and the school's abiding commitment to the mission of the Handmaids of the Sacred Heart of Jesus.
- Learn about and grow with the ongoing charism of the Handmaids of the Sacred Heart of Jesus.
- Work with and support the Office of Mission Integration as an integral part of the school structure and curriculum to support the spiritual development and well being of the school.
- Work with the Board to develop and implement strategic plans and goals to advance that identity and mission.
- Engage the school's faculty and staff, students, families, and alumni in pursuit of those plans and goals through clear communication with all constituents.
- Collaborate with the School Leadership Team, which includes the Vice President of Institutional Advancement, Director of Mission Integration, Director of Finance, Director of Early Childhood, Director of Lower School, Director of Middle School, Director of Technology, Director of Religious Education, Director of Student Services, Director of Business Office, to create and sustain an environment of shared responsibility, human interdependence, dynamic creativity, and people empowerment throughout the school community.

- Ensure the selection and retention of personnel (faculty, staff, administrators) who are committed to promoting the values and mission of the school.
- Promote professionalism and positive staff morale while fostering collaborative relationships among employees, students, families, and volunteers.
- Serve as the primary contact for all school matters relating to the Handmaids and Province.

### ***Academic Leadership***

- Demonstrate knowledge of current, relevant, and culturally competent instructional methodology, curriculum differentiation, child development, behavior, and learning.
- Exercise direct responsibility for the oversight and ongoing development of the academic program, ensuring that the curriculum is comprehensive, rigorous, and in alignment with the school's mission.
- Cultivate and support an environment of 21st-century learning and teaching, ensuring that emerging trends are recognized, studied, and applied appropriately.
- Partner with the leadership team and faculty to achieve these goals, develop and support performance objectives, and create an environment in which all employees feel encouraged, supported, and valued.

### ***Institutional Advancement/Board Relations***

- Set strategic vision for fundraising and enrollment goals, and work with the Directors of Advancement and Admission toward their achievement.
- Engage current and prospective donors, volunteers, and the community to secure the resources needed to support the mission, vision, and long-term strategic needs of the school.
- Create a strong and transparent working relationship with the Board of Trustees by attending meetings, preparing reports, and communicating openly about all aspects of the school's operation.

### ***Finance/Operations***

- Work with the Director of Finance to oversee the financial functions of the school including budget, (income and expenses), cash flow, and the maintenance of financial records.
- Retain properly qualified faculty and staff members and monitor all employment and human relations matters, including hiring, retention, and dismissal of personnel, salaries and contracts, employee benefits, employee handbooks, performance evaluations, and orientation and training.
- Adopt and oversee policies and procedures to ensure the safety, security, and well-being of students, faculty, staff, and volunteers and hold regular meetings of the faculty and staff to ensure that these policies and procedures are understood and followed.
- Meet regularly with appropriate faculty and staff to ensure consistent and comprehensive adherence to the school's mission.
- Work with the School Leadership Team to monitor all curricular and extracurricular programs of the school, disciplinary policies, and standards of conduct.
- Ensure the maintenance of accurate and current records and policies for all employees and volunteers that comply with all applicable legal mandates regarding a safe and secure environment, including clearances and mandated reporter training.

## THE CANDIDATE

The ideal candidate will be a faith-filled, compassionate leader familiar with and committed to the Handmaids' mission of educating "with love and for love." They will embody a passion for learning and demonstrate a commitment to excellence, to cultural competence, and to creating and sustaining an inclusive school culture. They will be visible, supportive, and accessible to the Ancillae community and will lead in a loving, respectful, collaborative way.

## Qualifications

- A deep-rooted commitment to Catholic faith and values and a strong understanding and appreciation of the Handmaids' charism with the ability to make it a reality in the school.
- A minimum of five (5) years of progressively responsible senior leadership and management experience in an academic setting.
- Master's degree preferred.
- Broad knowledge of the overall operations of an independent school, including academics, finances, development, admissions, marketing, and care and maintenance of facilities.
- Preferred experience in marketing, enrollment, and fundraising as well as the ability to identify, cultivate, solicit, and nurture relationships with donors.
- A collaborative management style and the demonstrated ability to coach, inspire, and empower faculty and staff while modeling professional conduct, demeanor, and work habits.
- A discerning and transparent decision maker with the ability to cultivate communication and encourage reconciliation.
- Strong interpersonal and communication skills to express, both orally and in writing, the mission and goals of the Academy and to build, foster, and maintain positive relationships with both internal and external constituencies.
- Excellent problem-solving/crisis management skills and the ability to work closely with the Board to make wise decisions.
- Limited travel required; must be available to attend events after work hours or on weekends as needed.

**For inquiries, nominations, and applications please contact:**

**Catharine McGeever, Managing Partner**

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