Presentation High School Opportunity Statement

History and Mission
Presentation High School is a private Catholic college preparatory school for young women located in San Jose, California. Founded in 1962, its purpose flows from the teaching mission of the Roman Catholic Church and the educational ministry of the Sisters of the Presentation of the Blessed Virgin Mary. As such, Presentation strives to integrate the educational mission of the school with the vision of life found in the Gospels. Each student is challenged to become a woman of faith, dedicated to working with others, intellectually competent, and committed to her personal growth.

Students Served
Presentation serves 835 students representing 61 zip codes, 47 parishes and 113 feeder schools. The student population is ethnically diverse with 42% Caucasian, 15% Hispanic, 9% Indian, 6% Vietnamese, 5% Multi Racial, and 10% representing other ethnicities. Presentation employs a need blind admissions policy and 19% of the students receive financial aid. Approximately $2,100,000 was distributed in financial aid for the 2017-18 academic school year. The school serves students of all religious backgrounds, with the overall Catholic population at 64%. The retention rate is consistently at 98.5%.

Governance
Presentation is governed by a Board of Directors comprised of Sisters and lay men and women who guide the mission of the school and supervise the Head of School. A Board of Trustees is comprised of Sisters and lay men and women who advise the school administration in key areas including finance, building, technology, advancement and mission.

Presentation is currently transitioning to a President/Principal model of leadership which will be implemented in the 2018-2019 school year. The President is the primary spokesperson for the school and is responsible for all institutional and operational programs. Essential responsibilities of the President include overseeing the annual budget, advancement, Capital Campaign, and institutional long-range planning. The Principal is responsible for the day to day operation of all student programs including supervising the faculty and staff and three Vice Principals.

Faculty and Staff
Presentation faculty represent a community of dedicated, caring, and highly qualified professionals. The school currently employs 110 faculty and staff, including 76 teaching faculty. All teachers and counselors are credentialed or hold a Master’s degree in their field of expertise. Twenty faculty members are alumni of the school and, as such, play a key role in preserving a school culture that is firmly rooted in the mission, values, and important traditions upon which the school was founded.

Academics
Presentation is known for its rigorous academic program. The school accepts A, B and C range students and 100% of graduates matriculate to college with an average of 94% matriculating to a four-year institution. For the Class of 2017, 20% are attending a Catholic university, 45% are attending college out of state, 17% are attending a California State University campus, and 10% are at a University of California school. Presentation offers its students a wide array of classes including Honors and Advanced Placement courses in all core disciplines. 35% of the student body is enrolled in honors level courses in each academic department at any time. In 2017, 283 students took Advanced Placement exams in 18 subjects. The schoolwide pass rate on these exams was 93%. Students are required to complete 220 credits of coursework to graduate. This includes four years of English, three and a half years each of Religious Studies and Social Studies, three years each of Mathematics, Modern Language, and Science, two years of Visual and Performing Arts and one year of Physical Education.
Athletics, Arts, and Co-Curricular Program
Presentation is a relatively small school compared to many high schools in Santa Clara County, yet it offers students all of the classes and co-curricular programs one would find in a school twice its size. The athletic program has a long-standing tradition of success. More than half of the Presentation student body participates in the athletic program, with 11 sports offered. Student-athletes compete in the WCAL (West Catholic Athletic League). The school has accumulated four CIF State Individual Championships, one CIF State Team Championship, three NorCal Championships, 45 CCS (Central Coast Section) Championships and 117 League Championships. The Performing Arts program includes a theater program that presents three major productions each year, a nationally ranked Dance Team, and two audition choirs. 15% of the student body are members of the Speech and Debate Team, which has established itself as a very competitive team and ranks in the top 5% nationally. The Robotics team gives students hands-on experience in the fields of engineering and technology. With over thirty-six clubs and programs on campus, there is an activity for every interest including Astronomy, the Math and Science Academy, the Leadership Academy, Students for Political Action and Women’s Advocacy, to name a few.

Campus Culture, Community Involvement, Campus Ministry
Presentation works to educate the whole person, intellectually, spiritually, and emotionally. To that end, the Campus Ministry Program is integral to helping our students to develop their faith. Campus Ministry holds class level retreats, school liturgies and lunchtime prayer services that aim to create a community of faith in which the Christian message is integrated with the experience of community, worship and social concern. Students are also encouraged to put their faith into action and to live the school motto, “Not Words But Deeds.” Under the leadership of the Community Involvement Program, students have many opportunities to serve others both locally and through service learning trips. While service hours are not required, all students engage in service activities throughout their four years at Presentation.
PRINCIPAL

The Principal reports to the President. The Principal is the chief operations officer of the school and is responsible for the day-to-day operation of all student programs.

The Principal works closely with the President to develop and advance the new President/Principal governance model based on the unique community and culture of PHS.

Responsibilities:

- Oversee school operations within the policy guidelines established by the Board of Directors.
- Facilitate the implementation of the Presentation mission and philosophy.
- Hire all certificated and classified operations personnel not under the direct supervision of the President and oversee and supervise such personnel.
- Appoint and evaluate the Vice Principals
- Oversee admissions and enrollment, academic programs and records, co-curricular programs, supervision of students, technology, student services and evaluation of staff.
- Communicate with parents on school programs.
- Approve teaching assignments.
- In coordination with the President, make the final decisions on the dismissal of staff and students.
- Assume primary responsibility for all steering the academic program of PHS with a focus on curriculum development, data collection that assesses student learning, scheduling.
- Oversee professional development programs, including in-service programs for certificated and classified staff.
- Oversee the annual Commencement program.
- Prepare and present recommendations for the annual operational budget to the President.
- Manage the expenditures and income for the annual operational budget.
- Oversee the WASC/WCEA accreditation process, including the annual Action Plan report.
- Serve as Chair of Curriculum Council and insure issues related to curriculum and instruction are addressed.
- Represent the school as diocesan meetings.
- Represent the school as ex-officio member of the Board of Trustees.

Preferred Qualifications:

- Is Catholic with the ability to support and articulate Catholic faith and principles
- Has 5 years’ experience in Administration
- Has 10 years’ experience in the classroom
- Has experience in Catholic Secondary Schools
- Has an M.A. in Educational Administration
- Has a teaching credential
Application Process:
Interested applicants are asked to visit the “Employment Opportunities” page on the Presentation website and download the appropriate PDF application. Complete the application and email your application, a letter of interest, resume, and contact list of professional references to employment@presentationhs.org. Qualified applicants will be contacted regarding next steps.

Presentation High School is a Catholic, college preparatory school for young women. We offer a competitive salary, comprehensive benefits and a close-knit professional community. We seek talented and innovative professionals who have a commitment to excellence.