



## Title: Director of Mission Effectiveness

### Job Summary:

The Director of Mission Effectiveness implements/ensures total integration of the school's mission, goals and philosophy (including those of the Dominican Sisters of Houston) throughout all aspects of institutional life (hiring, policy formation, procedures, communications, student/faculty life, student satisfaction, service learning, special projects, liturgical offerings, etc.).

The Director of Mission Effectiveness (DoME) is responsible for the development, oversight and evaluation of ministries and programs aimed at nurturing the faith development and integration of the school community.

The Dir. of Mission Effectiveness (DoME) serves as a member of the leadership team and reports directly to the Head of School. The DoME works very closely with the Principal and Principal's leadership team.

### Position Responsibilities

The Director of Mission Effectiveness:

- Implements the community's mission and values into the daily life of the institution.
- Collaborates with the administrative team for mission-driven hiring (interviews all perspective candidates in all departments prior to hire).
- Collaborates with the enrollment management office to ensure recruitment for mission.
- Plans and leads educational programs related to mission for faculty, staff, and students.
- Collaborates with the Director of Campus Ministry to plan liturgical and sacramental programming for the institution.
- Plans and leads formative staff training on topics and programs related to Catholic Social Teaching, ethics, and interfaith dialogue.
- Plans and leads Diversity, Equity, and Inclusion (DEI) initiatives.
  - Supports the formation of policy and practice for important social matters: student identity, transgender, sexuality, etc.
- Facilitates policy development in all areas of SPX to ensure meaningful integration of Catholic identity and the charism of the Dominican Sisters of Houston.
- Collaborates with the Director of Campus Ministry to develop a retreat program and mission opportunities.
- Serves as a liaison to local parishes, pastors, and priests.
- Collaborates with the Theology Department chair to ensure theology curriculum meets the charism of the school.
- Develops and implements a community-wide understanding of the SPX core values/four pillars
- Supports the development of a strategic plan for mission effectiveness and campus ministry
- Organizes observance of Social Justice Awareness Day
- Has oversight and development of the Dominican Preaching Team (DPT).
  - Works in collaboration with the Dir. of Campus Ministry
- Works collaboratively with the Dominican Sisters of Houston, Dominican Family to integrate best practices in Dominican formation.
- Researches, develops, designs and conducts special programs for the school faith community (Vocation Awareness, Catholic Schools Week, Social Justice Awareness Days).
- Pastoral Care: visits the hospitalized and infirmed, provides bereavement support for individuals and families, spiritual direction and support, ministry of hospitality and presence.
- Pastoral Care: supports counseling department, guides students.
- Total Oversight of the Service Learning Program

- Oversees the Service Learning program for students
  - Designs, develops, and continually updates the service learning process based on the pastoral cycle according to national standards and current ecclesial documents.
  - Participates in ongoing education and formation opportunities for service learning.
- Partner Agencies
  - Recruits, orients, evaluates, and retains relationship with appropriate Partner Agencies
  - Maintains ongoing communication with Partner Agencies
  - Schedules and attends Information Meetings for Partner Agencies recruiting SPX students
  - Maintains Partner Agency database
  - Makes necessary site visits to partner Agencies
- Service Calendar and Manual
  - Coordinates Service Learning Calendar (formation, orientation, small group meetings, and corresponding deadlines) and ensures publication in school mediums
  - Designs and ensures updates of Service Learning Manual/Catalog and Website PDF files
- Faculty/Staff Group Leaders
  - Recruits, retains, and provides Formation of Faculty/Staff Facilitators
  - Designs and updates student/leader formation materials for small group sessions
  - Acknowledges ministry of faculty/staff leaders with appreciation event
- Students and Parents/Guardians
  - Provides Orientation and Formation for all Junior Students and Parents/Guardians
  - Publicizes orientation through report card mailing, Inside Pius newsletter, flyers, announcements, etc.
  - Maintains regular communication with students, parents/guardians
  - Meets with and assigns agencies to students without contracts; sends certified letters to inform families of deficiencies
  - Visits students in Theology classroom at least 4 times annually
  - Conferences with transfer students and their parents/guardians
  - Maintains weekly office hours dedicated to service learning, during and after school.
- Records
  - Maintains accurate records and manages student data base
  - Grades project updates and final reflection papers
  - Reports grades for final grade posting
- General
  - Publicizes, promotes, recruits and assigns Camp Counselor positions for camps as needed
  - Publicizes, promotes, maintains registration/paperwork for Arteaga Mission Trip
  - Coordinates the Seeds of Hope grant outreach project
- Other
  - The DoME is asked to teach one Theology and/or ministry related class annually.
  - Other duties as assigned by the Head of School and/or Principal.

**Minimum Qualifications:**

- Bachelor's Degree/Master's Degree Preferred
- Academic/Teaching Background Preferred
- Creativity/Sense of Humor
- Understanding/willingness to grow as a member of the Dominican Family (lay program for Dominican Sisters of Houston)
- Ability to work evenings and weekends when needed

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Other duties may be assigned by the immediate supervisor, principal or head of school.**