



## **DIRECTOR, LEADERSHIP FORMATION COVINGTON, LA**

### **Position Available**

The Lasallian District of San Francisco New Orleans is seeking a Director of Leadership Formation in Covington, Louisiana. This leadership position provides support and services to the Brothers and apostolates of the District of San Francisco New Orleans to advance the Lasallian Catholic mission.

A member of the District Leadership Team, the Director's primary duties include service on the Louisiana Lasallian Education Corporation (LLEC), oversight of the Covington Office of Education, and the ongoing support of School Leadership, including the District Chief Administrators Association. The Director will co-facilitate Policy Governance training and consultation and also provide Trustee formation and accompaniment.

The Director will be a dynamic leader committed to providing a human and Christian education to the young, especially the economically poor and marginalized. An advanced degree, significant training in Lasallian mission, history and spirituality, and a minimum of 5 years experience in Lasallian education as a leader in schools and/or Trustee settings are preferred. This person will be a team player who possesses excellent listening skills and is a self-starter. A visionary leader is sought, one who is rooted in the Lasallian Catholic mission and who can effectively represent and articulate the charisma of the De La Salle Christian Brothers to various constituencies.

**Commencement:** Assume responsibilities by July 1, 2017.

**Salary/Benefits:** Competitive salary with full benefits.

**Job Description:** Full position description available at [www.delasalle.org](http://www.delasalle.org).

**Application:** Applications accepted through March 17, 2017. Interviews may begin as early as the week of March 20, 2017.

Please email résumé, letter of intent demonstrating qualifications for the position as per job description, three references with complete contact information, and brief description of your educational philosophy to:

Mike Daniels, Ed.D.  
Director, Office of Education - Napa  
De La Salle Institute  
Telephone: (415) 203 -5803 | Email: [mdaniels@dlsi.org](mailto:mdaniels@dlsi.org)

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DE LA SALLE INSTITUTE**

**DIRECTOR, LEADERSHIP FORMATION**

**Job Title:** Director, Leadership Formation

**Department:** Office of Education

**Classification:** Exempt

**Location:** Covington, Louisiana

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**PRIMARY PURPOSE OF POSITION:**

The Director of Leadership Formation provides support and service to the Brothers and apostolates of the District of San Francisco New Orleans to advance the Lasallian Catholic mission.

**MAJOR DUTIES OF POSITION:**

**Louisiana Lasallian Education Corporation (LLEC) Trustee**

- **Bi-monthly meetings**
  - Reviews recommendations and revision of LLEC policies
  - Reviews/provides information to LLEC Trustees regarding school resolutions per LLEC bylaws and reserve powers (e.g., approval of president, changes to ENDS policies, etc.)

**District Leadership Team Member (DLT)**

- Provides counsel, perspective, and information to the Visitor and other members of the DLT
- Officially represents the District as deemed appropriate by Visitor, e.g. dinners, ceremonies, etc.
- Serves as liaison with Mont La Salle, especially with Director, Office of Education
- Addresses advancement of Action Plan items as delegated

**Administration, Office of Education - Covington**

- Provides support, guidance, and supervision to the Office Manager
- Manages the budget of the Office of Education – Covington
- Supports requests for contributions to District website and communications
- Delegates responsibilities as appropriate

**School Leadership**

- Engages in regular contact/dialogue with school presidents and principals
- Offers support and guidance
- Promotes best practices and addresses needs and situations that might be problematic
- Supports succession planning
- Implements District initiatives
- Collaborates in the implementation of the Discerning Leaders Program
- Serves on committees as requested

**District Chief Administrators Association**

- Collaborates in the coordination of the agenda and program with chair, vice chair and the Director, Office of Education
- Provides presentations on the work of the Office of Education; other presentations as appropriate
- Assists Visitor with presentations for meetings

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**Policy Governance Training and Consultation**

- With the Director of Board Formation,
  - o Co-coordinates four Board Development workshops annually for all Board nominees seeking appointment from the Louisiana Lasallian Education Corporation and the Lasallian Education Corporation
  - o Co-coordinates and facilitates local workshops/presentations relative to ongoing training of Policy Governance
  - o Co-coordinates the meetings of the Association of Board Chairs in October and June, orientation for new Board Chairs, and the Board Secretaries workshop every two years
- Serves as a Trustee as requested
- Provides consultation to Boards, Board Chairs and/or CEOs in governance practices including policy development
- Provides consultation to other Lasallian schools outside of the District as requested
- Provides consultation to the Louisiana Lasallian Education Corporation and the Lasallian Education Corporation

**Trustee Resources**

- Develops print and media resources and tools for Boards and Board Chairs relative to their governance needs
- Collaborates with the Director of Board Formation to support Boards of Trustees in their implementation of the annual Board Performance Evaluation, and the annual CEO Evaluation
- Develops resources to assist Boards in the recruitment of new trustees
- Promotes healthy board governance practices of the De La Salle Christian Brothers to outside audiences through publications and presentations

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Working knowledge of Word, Excel, Outlook, PowerPoint

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Practicing Catholic
- Advanced degree
- Advanced training/education in the Lasallian mission, history and spirituality
- Minimum of 5 years experience in Lasallian education as a leader in schools and/or Trustee settings
- Exceptional listening skills
- Ability to influence and advocate
- Ability to tactfully communicate and problem-solve
- A team player

**PHYSICAL DEMANDS:**

- Ability to spend considerable time sitting at a computer, manual dexterity for keyboarding
- Standing for considerable time (presentations)
- Ability to travel frequently