

The Presbyterian Pan American School Presidential Search 2020

The Presbyterian Pan American School (Pan Am), a mission-driven, co-educational, college-preparatory school, located in Kingsville, Texas, seeks a dynamic, collaborative, joyful, reflective leader and educator to serve as its tenth president.

Position Description

The president of Pan Am has overall responsibility for every element required for fulfilling the school's mission. These elements include the academic preparation of students for further study; co-curricular programs including worship, work, and other endeavors that enrich the student community and complement academic pursuits; administrative and physical-plant operations required for supporting teaching, learning, student life, and the safety and well-being of the various constituencies of the school community; ensuring the immediate and long-term viability of the school by securing financial resources and broad-based institutional support; and ensuring that the good work at Pan Am is widely known among local, church, education, alumni, and broader constituencies and communities.

Serving as president of Pan Am is the response to a calling and requires both a lifestyle choice and a deep commitment to the institution, to its students, and to its personnel. The position is residential in character, and the president is, at virtually all times, subject to being called upon to respond to an important issue.

The president reports to the board of trustees, which is responsible for hiring and evaluating the president, and for renewing the president's term of engagement.

Three major areas of responsibility are outlined below. The examples provided are representative, but not exhaustive.

Development & Public Relations: The president serves as the chief development, recruitment, and public-relations officer for the school, a responsibility requiring extensive travel.

Fundraising

- Seek and secure financial support from appropriate friends and institutions.
- Develop and follow up with additional prospects.
- Seek grant opportunities and oversee completion and submission of grant applications.
- Oversee annual fund and other appeals for support and the evaluation of their efficacy.

“Friendraising”

- Establish, rebuild, and/or sustain relationships with Presbyterian Church (USA) councils (governing bodies), other reform-theology denominations or related denominations, and supportive congregations to cultivate sources of both financial support and student prospects.
- Recruit students and develop recruiting networks and student “pipelines.”
- Establish, rebuild, and/or sustain relationships with local governments and business leaders to ensure good working relationships and appropriate support.
- Work with appropriate staff to establish and sustain a robust network of former students to cultivate support among graduated classes and individuals.

Publications and Communications

- Oversee publications used for student recruiting, fundraising, “friendraising,” etc.
- Ensure that Pan Am maintains a robust web site and social media presence.

Operations & Finance: The president appoints and supervises the chief financial/business officer of the school. Oversight of business operations includes the following:

Stewardship of financial resources

- Ensure implementation of best practices for budgeting, financial accounting, audit services, and reporting.
- Ensure that expense does not exceed income except when deficit spending is authorized by the board.

Stewardship of the physical plant

- Ensure that structures, utility infrastructure, and other elements of the campus are maintained to ensure safety, efficiencies, and long-term viability.
- Ensure that ranch acreage is maintained appropriately.

Supervision and mentoring of personnel

- Provide direct supervision to appropriate personnel.
- Work with appropriate personnel to develop and implement criteria for hiring qualified faculty, staff, and administrators and for a system of ongoing performance evaluation.
- Work with appropriate personnel to establish appropriate compensation schedules and oversee benefits programs.

Planning (applies equally to Development & PR, above, and The Program, below)

- On an annual basis, present to the board of trustees a plan for long-term viability of the school. Among other things that it might include, the plan should address the following:
 1. A vision for the school and its future while retaining core values.
 2. Recommended actions to address challenges or to take advantage of emerging opportunities.
 3. Three-year projections of enrollment, financial performance, and other key metrics.

The Program: The president appoints and supervises the principal, the student life director, and other key staff crucial to the success of the academic and co-curricular programs. Oversight of academic and co-curricular operations includes the following:

Academics

- Ensure compliance with federal, state, accreditation, and other regulations and requirements, and ensure that required information and reports are submitted in a timely fashion.
- Ensure that classroom teachers are appropriately qualified. (See also “Supervision and mentoring of personnel,” above.)
- Ensure that graduating students are prepared for further study and are appropriately guided through the college-admissions process, and ensure the offering of a robust curriculum so that students who are capable of doing so, may qualify for admission to top tier colleges.

Co-curricular programs

- Ensure the continued offering of a substantial program of worship and religious education, as well as a robust work program.
- Ensure a safe and nurturing residential environment, and a campus environment that promotes fellowship across cultures, interests, and academic class standing.
- Ensure that opportunities for participating in co-curricular endeavors are offered at the school.

Qualifications, Skills, & Characteristics: The presidency of Pan Am requires a very broad skill set, a passion for educating young people, and a deep and abiding commitment to the school, its principles, and its core values.

- An applicant/nominee must have earned, at a minimum, a master’s degree.
- An applicant must be a citizen of the United States of America, or, hold a US work visa.
- An applicant must be fluent in written and spoken English.
- Proficiency in Spanish is preferred.
- Experience in institutional development and public relations is preferred.
- Experience in secondary education is preferred.
- Experience in a residential setting is preferred.
- Experience in supervising, evaluating, and mentoring personnel is preferred.
- Experience in developing and implementing budgets is preferred.
- Some familiarity with youth culture in the US, Mexico, and beyond is preferred.
- A member of a reform-theology faith tradition, or related faith tradition, is preferred.

Ideally, the next president of Pan Am will be a dynamic, competent, inspirational, insightful, hardworking, caring, supportive leader, offering a strong community presence on campus and at large,

- whose profession of faith is lived,
- who is passionate about educating and supporting students,

- who will drive academic and co-curricular excellence,
- who has demonstrated fundraising success,
- who can inspire and mentor, faculty and staff,
- who is a strategic thinker and planner,
- who exemplifies integrity, honesty, and fairness,
- who understands and can oversee business operations of a mission school with well-developed management skills,
- who is an excellent communicator: oral, written, and interpersonal,
- who loves the mission and the work and enjoys interacting with people,
- who can articulate the school's mission and culture broadly and effectively.

Compensation

Salary is commensurate with education and experience. Total compensation includes medical insurance, retirement plan contributions, and residence on campus.

Application/Nomination Process

Send letters of nomination for candidates who have agreed to be considered, and letters of application accompanied by resume/vita to the address below. Letters of recommendation (three would be the ideal number) may be sent to the same address.

The search committee will begin reviewing and evaluating application/nomination materials and letters of recommendation on January 29, 2020, and will continue to accept materials until it has identified finalists.

Presidential Search Committee
c/o Melissa Windham
Presbyterian Pan American School
PO Box 1578
Kingsville, TX 78364

About Pan Am

Mission:

Presbyterian Pan American School is a Christian college-preparatory school that educates and empowers young adults for leadership in the global community.

Our mission is to prepare these young people for lives of Christian leadership through:

- Preparing them for admission to the college or university of their choice;
- Developing young people who can relate to and function successfully in an increasingly complex, multicultural society;
- Teaching them the value and dignity of work;
- Training and encouraging them for church and secular service as Christian Leaders for the Americas and beyond.

History: In 1956, Pan Am was formed as a residential, co-educational, college-preparatory school by bringing together for a new purpose (college prep), the programs of the Texas-Mexican Industrial Institute (founded 1911 on the current campus), and the Presbyterian School for Mexican Girls (1926, Taft, Texas). The founding principles included excellence in academics, contributing to the cost of one's education through a robust work program, daily worship in the reform-theology of the Presbyterian Church, and sustaining a community steeped in Christian fellowship.

The Campus: The buildings and athletic fields occupy about 50 acres of the 670-acre property, some five miles south of Kingsville, the county seat of Kleberg County, Texas. The remaining acreage supports a working ranch.

Faculty/Staff: Most of the thirty-two members of the faculty and staff have varied responsibilities which likely include teaching, an administrative function, and/or co-curricular support. Although school administrative structure encourages open communication, the leadership team comprises individuals serving in three specific capacities, who report directly to the president.

Students: Current capacity of the school is 160 students. There are some 125 students, representing ten countries, enrolled in grades 8 through 12, 97% of whom live on campus. Close to 100% of graduating students are accepted to colleges or universities either in their respective home countries or in the United States.

Distinctive Program Features:

Worship: Sunday worship and multiple, student-led weekday chapel services, along with classroom instruction in Bible and church history remain at the heart of the school program.

Work: The work program is a treasured legacy of the precursor schools and continues to provide students the opportunity to defray part of the cost of their education, the opportunity to learn basic skills, and the opportunity to experience the culture of work and the dignity of labor.

The Morris Chapel Choir was the first co-curricular endeavor to enable students to represent Pan Am for listeners from Kingsville, Texas, to Montreat, North Carolina, singing for congregations, church conferences, and civic organizations, an important role that the choir continues to perform.

The Ranch operation provides a productive resource and a viable setting for co-curricular learning. Over the decades, students have not only performed chores on the ranch, but have also raised livestock for 4-H exhibition/competition.

Kingsville lies about 45 miles southwest of Corpus Christi in the Texas coastal bend. From the Kingsville website:

Small Town Charm, Texas-Sized Pride

Nestled between the sparkling Texas Riviera to the east and the rugged Brush Country to the west, Kingsville is where modern industry meets the history of the Old West. A centennial city, Kingsville is steeped in tradition and rooted firmly in the unique legacy of South Texas. Founded by Henrietta M. King and named after Captain Richard King, Kingsville is surrounded by acres of flourishing wildlife and natural beauty and is home to several of South Texas' most famous institutions such as the King Ranch, Texas A&M University-Kingsville, Caesar Kleberg Wildlife Research Institute, the National Natural Toxins Research Center, Coastal Bend College and Naval Air Station Kingsville.

Like many great cities, Kingsville has undergone many changes since its inception, but a new age is dawning that will solidify its reputation as the leading center of ranching, trade, industry and technology. Our strong educational system, a growing economy and a small town atmosphere makes Kingsville the ideal place to raise your family.