



SUPERINTENDENT OF CATHOLIC SCHOOLS

January 8, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Archdiocese of Atlanta encompasses the northern half of Georgia covering 21,445 square miles. Specifically, it includes the 69 counties north of and including the following counties: Lincoln, McDuffie, Warren, Hancock, Baldwin, Putnam, Jasper, Monroe, Upson, Meriwether, and Troup.

The **History** of the Archdiocese goes back the late 1700s. Originally part of the Diocese of Savannah, Atlanta was made a Diocese in 1956 and made an Archdiocese in 1962. The **Province of Atlanta** is comprised of five dioceses.

The **Most Reverend Gregory John Hartmayer, OFM, Conv.** is the Archbishop of Atlanta.

The **Most Reverend Joel M. Konzen S.M.** is a Auxiliary Bishop of Atlanta.

The **Most Reverend Bernard E. Shlesinger III** is a Auxiliary Bishop of Atlanta.

The **Most Reverend John Nhàn Trần** is a Auxiliary Bishop of Atlanta.

The Archdiocese of Atlanta is a vibrant, diverse, and rapidly growing Catholic community. As of 2023, there are 103 parishes and missions, 274 diocesan and religious priests, 37 seminarians, 16 archdiocesan Catholic schools, 1.2 million Catholics, and 7.8 million people in north central Georgia. There are 10,564 total students in Catholic schools including 7 independent school's enrollments. There are 7,143 students enrolled in the 16 archdiocesan schools.

Position: The Superintendent shall be the director of the Office of Catholic Schools, and as such, is entrusted with the responsibility for the general administrative supervision of the Catholic Schools of the Archdiocese.

Reports To: Reports to the Archbishop through the Auxiliary Bishop.

Position Summary:

This position is the chief administrator and educational leader of the Catholic Schools of the Archdiocese of Atlanta, accountable for implementation of the mission of Catholic education in elementary and secondary schools and responsible for the schools' overall spiritual and academic quality.

The superintendent is also responsible for:

- Managing the Office of Catholic Schools and its staff.
- Developing long- and short-range plans for the schools.
- Providing direction and support for local school leadership, pastors, religious congregations, principals, and councils.
- Recruiting, hiring, supporting, and supervising principals.
- Representing the Archdiocese in matters of education.
- Creating, monitoring, updating, and enforcing Archdiocesan policies.
- Assuring compliance with applicable federal, state, and local legislation and requirements.

Job Duties:

- Manage all matters concerning Catholic schools in the Archdiocese; foster and nurture support for the ministry of Catholic Schools in the Archdiocese of Atlanta.
- Develop, implement, and evaluate all Archdiocesan policies pertaining to Catholic schools in conjunction with principals and support of the Auxiliary Bishop.
- Develop and implement long- and short-range planning processes for the Catholic schools; assist in the planning for future needs of schools.
- Lead and manage the staff of the Office of Catholic Schools in order to provide needed support services for local school leadership, pastors, religious congregations, principals and councils.
- Cooperate with and advise the Archbishop, Auxiliary Bishops, appropriate councils, vicars, Archdiocesan departments, and external agencies.
- Represent the Archbishop and the Catholic schools to the broader Catholic and civic communities.
- Inform the Archbishop and Auxiliary Bishops of the progress, issues, and needs of schools.
- Maintain regular contact with pastors, deans, principals, teachers, and local school communities.

- Assure that Catholic schools of the Archdiocese comply with applicable federal, state, and local legislation and requirements; oversee schools' participation in programs supported by federal funds.
- Oversees and implements the requirements of district-wide accreditation.
- Assist schools involved in principal searches.
- Provide, in collaboration with the State Department of Education, a service for obtaining and renewing teacher licensure.
- Evaluate principals concerning their professional performance.
- Visit school campuses/principals at least once each semester.
- Provide advisory services to pastors in their involvement with the employment process and evaluation of school administrators; approve candidates for principal vacancies.
- Pursue, as authorized, opportunities for professional and spiritual growth.
- Sign principal and teacher contracts.
- Attend meetings of the Secretariat.
- Represent the schools on the Archdiocesan Benefits Committee.
- Inform and work with the Archdiocesan attorney on all legal matters affecting the schools and/or personnel.
- Develop a relationship with independent schools/administrators in the Archdiocese of Atlanta.
- Perform all other duties as directed by the Auxiliary Bishop and/or the Archbishop.

Qualifications:

- Active member of a Catholic parish/faith community.
- Advanced degree in education; doctorate preferred.
- Demonstrated successful experience in administration as a principal of a Catholic school for a minimum of three years; central office experience preferred.
- Collaborative and consultative leadership style.
- Knowledge of and ability to interpret and analyze local, state, and federal legislation relative to Archdiocesan policies and procedures.
- Ability to motivate diverse groups, appreciate cultural differences and histories, and work effectively with committees.
- Excellent organization and communication skills, both verbal and written.
- Professional interpersonal and public relations skills.
- Knowledge and experience in financial management and school development.
- Working knowledge of the school budgeting process.
- Computer literate.

Travel: 10-20%; minimal overnight travel.

Salary: This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

Application Deadline: April 15, 2024

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Miriam Brackett-Santos
Senior Director of Education & Project Recruiting
Catholic Recruiter Associates
Miriam@catholicrecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:



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