



# SUPERINTENDENT OF CATHOLIC SCHOOLS

November 1, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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[The Archdiocese of Cincinnati](#) is home to approximately 450,000 Catholics and is led by [Archbishop Dennis M. Schnurr](#). The Archdiocese of Cincinnati, rich in history and sprawling in geography, is the eighth-oldest Catholic diocese in the United States, established in 1821. Its 19 counties of western and southwestern Ohio span 8,500 square miles including cities and towns, suburbs and rural areas, farms and factories, affluence and poverty.

The Archdiocese has evolved from its origins as a wilderness Church to now comprise a total of 208 parishes (organized into 57 “Families of Parishes”), 113 primary and secondary schools, four universities, a major seminary, and numerous Catholic charitable ministries. The Pastoral Center (central offices) of the Archdiocese is located at 100 E. Eighth Street in Cincinnati, with additional offices in Dayton.

[The Office of Catholic Schools](#) for the Archdiocese has as their **Mission Statement**:

Vital to the **evangelizing and educational mission** of the Catholic Church, we are Christ-centered communities dedicated to the **Faith formation, academic excellence, and individual growth** of our students, all rooted in the **Gospel message of Jesus Christ**.

This is the guiding principle navigating the course of the 23 Catholic high schools, 90 parochial and diocesan elementary schools and 41,000 students within the Archdiocesan Catholic school system, the fifth largest Catholic school system in the United States.

**Position:** Superintendent of Catholic Schools

**Reports To:** Archbishop of Cincinnati

## Position Summary:

The Director must be a strong advocate for authentic Catholic education; works with the Archbishop and other Department Directors planning for and administering to the Archdiocese; supervises, coordinates, and develops programs, policies, and services for the Department of Educational Services. The Director advises the Archbishop on policy matters pertaining to the department and serves as the liaison to the broader community in Catholic education in the Archdiocese. The Director of the Department of Educational Services also serves as the Superintendent of Catholic Schools for the Archdiocese. As Superintendent, the Director leads the Catholic Schools Office in providing leadership, support, and oversight of the Catholic Schools of the Archdiocese.

## Credentials & Experience:

- Must have a strong commitment to Catholic education.
- Be visionary and forward thinking.
- Must possess at least a master's degree in educational administration (doctorate preferred).
- At least five years' experience in Catholic school administration and management, preferably as a Superintendent or Assistant Superintendent.
- Must be a practicing Catholic in communion with the Church, passionate about the Catholic faith and forming disciples.
- Must be able to obtain certification/licensure as a superintendent in the State of Ohio; be knowledgeable of local, state, and federal regulations.
- Have experience with budget and fiscal planning, marketing and strategic enrollment management, donor relations, communication, educational best practices, and current opportunities and challenges impacting Catholic schools in Cincinnati.
- Must be knowledgeable of the State of Ohio's unique relationship with non-public schools.

## Essential Functions:

### Director of Department of Educational Services

- Advises the Archbishop of Cincinnati on all educational matters.
- Acts as chief spokesperson for the Archbishop of Cincinnati on all educational matters.
- Oversees goals and objectives for Archdiocesan educational endeavors.
- Coordinates efforts pertaining to the Archdiocesan Beacons of Light initiative as needed for Catholic schools.
- Serves as a member of the Catholic Education Foundation for the Archdiocese of Cincinnati and is responsible for coordinating all meetings and preparing meeting materials.

- Represents the Archdiocese of Cincinnati on educational matters to the Catholic Conference of Ohio (CCO).
- Plans, administers, supervises, coordinates, and evaluates all areas of education in the Archdiocese through the Catholic Schools Office.
- Ensures that policies related to the Department of Educational Services are effectively implemented and in compliance with Archdiocesan policy, Canon Law, and civil law.
- Facilitates communication and good working relationships with appropriate structures in the Archdiocese.
- Serves as primary liaison between the Department of Educational Services and other departments of the Pastoral Center.
- Serves on the Ethics, Conduct, and Child Protection Review Team to report, evaluate and address child protection and other issues reported through EthicsPoint and otherwise.
- Maintains communication and good working relationships with the community at large – local, state, and national – both ecclesiastical and civil agencies.

### **Superintendent of Catholic Schools**

- Must be a champion of Catholic identity, working diligently to promote and ensure authentic Catholic culture, teaching, and practice in all Catholic schools within the Archdiocese.
- Provides leadership, support, and oversight for all Catholic elementary and secondary schools in the Archdiocese. Monitors the quality of religious, academic, and operational programs within the Catholic schools.
- Responds to significant questions, issues, or concerns emerging from the Catholic schools, as referred by members of the Catholic Schools Leadership Team.
- Serves as the administrative head of, and is directly responsible for, the operation of the Archdiocesan Catholic Schools Office. Monitors all office personnel. Provides annual evaluations of designated employees.
- Coordinates and oversees the implementation of the strategic plan for Catholic school education and the Catholic Schools Office.
- Serves as an *ex officio* member and as Chairperson of the Archdiocesan Commission on Education (ACOE).
- Hires all employees within the Catholic Schools Office.
- Represents the Archdiocese of Cincinnati to the State Department of Education, State and Federal legislative bodies, the Catholic Conference of Ohio, the National Catholic Education Association, and the local communities in which archdiocesan Catholic schools are located.
- Serves as a member of the Executive Commission for the Ohio Catholic Schools Accrediting Association (OCSAA). Approves all OCSAA external team visits for the Archdiocese prior to referral to the OCSAA Executive Commission.
- Signs employment contracts of chief administrators of Archdiocesan high schools and other designated schools (as delegated by the Archbishop).
- Oversees boards of limited jurisdiction for Archdiocesan owned Catholic schools.

- Maintains good working relationships with the local universities and colleges, public school districts, and the Ohio High School Athletic Association (OHSAA).
- Coordinates public relations and media outreach for the Catholic Schools Office, in coordination with the Archdiocesan Director of Communications.
- Speaks publicly on behalf of the Catholic schools or the Catholic Schools Office when appropriate.
- Chairs all Catholic School Leadership Team meetings, Archdiocesan Principals' Meetings, High School Principals' Meetings, Principals' Advisory Committee to the Superintendent (PACTS), and Teacher Advisory Committee (TAC) meetings.

## Additional Duties & Responsibilities:

### **Director of Department of Educational Services**

- Prepares the annual budget for the Department of Educational Services, as well as oversees the preparation of the annual budgets for all offices in the Department. Presents these budgets to the Chief Financial Officer of the Archdiocese.
- Approves all significant changes to the landing page of the Department of Educational Services website.
- Monitors and evaluates the Deputy Superintendents within the Department of Educational Services.

### **Superintendent of Catholic Schools**

- Approves Principals' and Teacher Bulletins prior to publication.
- Serves as *ex officio* member of the CISE Executive Board and the CISE Advisory Board.
- Provides guidance with regard to federal and state funding for the schools.
- Prepares annual and other reports for the Catholic Schools Office along with a variety of state mandated reports.

Salary: Commensurate with background and experience.

Application Deadline: March 31, 2023

*(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  
Catholic Recruiter Associates  
[Miriam@catholicrecruiter.com](mailto:Miriam@catholicrecruiter.com)

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

Search managed by:



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