

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

**Archdiocese of Detroit
CHANCERY OFFICE
12 State Street
Detroit, Michigan 48226-1823**

Client Background

The diocese of Detroit (www.aod.org) was established by Pope Gregory XVI in 1833, more than 100 years after French settlers built their first church here. At the time, the diocese included all of Michigan, Wisconsin, Minnesota and portions of the Dakotas, east of the Mississippi River.

The diocese predates even the state of Michigan, which did not join the union until 1837. At that time, the boundaries of the diocese were changed to fit into Michigan's newly-established borders.

Ste. Anne de Detroit Church was the first church built by settlers in 1701. The church served as the diocese's first cathedral from 1833 to 1848.

In 1937, Detroit was elevated to an archdiocese and His Eminence, Cardinal Edward Mooney was named as our first archbishop. In the following decades the region's population grew steadily, which required the expansion of many parishes under Mooney.

Today, the Archdiocese of Detroit comprises the six counties of southeast Michigan—Lapeer, Macomb, Monroe, Oakland, St. Clair and Wayne. There are about 1.3 million Catholics in these counties in 224 parishes. There are five Catholic colleges and seminaries.

Catholic schools in the Archdiocese include 23 high schools and 64 elementary/middle schools. Archbishop Vigneron is a strong supporter of the Catholic schools and leads them through his pastoral vision "Unleash the Gospel" (<http://www.unleashthegospel.org/>).

BASIC FUNCTIONS OF POSITION:

The Superintendent of Catholic Schools for the Archdiocese of Detroit is the visionary leader of elementary and secondary schools in the Archdiocese. The Superintendent is responsible for implementing the strategic plan promulgated by the Archbishop to ensure Catholic identity, academic excellence, fiscal sustainability and school viability. The Superintendent works with principals to certify that the operation of all elementary and secondary schools is in accordance with Archdiocesan policies and procedures, Michigan Association of Non-Public Schools (MANS) regulations, and the Archbishop's mission for Catholic schools, particularly as articulated in *Unleash the Gospel*. The superintendent manages the staff of the Office of Catholic Schools and reports to the Director of Evangelization, Catechesis and Schools.

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ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS POSITION:

Catholic Identity

Develop and maintain policies and procedures to ensure a strong Catholic culture and identity in all Archdiocesan Catholic Schools by:

- Providing guidance, support and resources to assist schools in their teaching of students to live the Gospel values with a particular understanding of the missionary nature of discipleship, pursue academic achievement, learn teamwork, foster community and see Christ in their neighbors, especially through Christian service.
- Ensuring that the Office of Catholic Schools develops and supports a Christ-centered religion curriculum in line with *Unleash the Gospel* and the Catholic identity standards for evaluation and accreditation.

Academic Excellence

Ensure that the staff of the Office of Catholic Schools develops and maintains policies and procedures that promote academic excellence in all Archdiocesan Catholic Schools by:

- Providing direction and assistance to the principals in the administration of elementary and secondary schools.
- Ensuring that opportunities for professional development, with a particular focus on the needs of Catholic school staff and administrators, are available to all principals of the Archdiocesan schools.
- Ensuring the schools' curriculum is Christ-centered, of a high academic quality, and integrates technology and the use of data to drive instruction.
- Maintaining and monitoring ongoing procedures for accreditation of Catholic elementary and secondary schools within the Archdiocese of Detroit.
- Supervising the implementation of school standardized testing programs, such as the IOWA and High School Placement test, and facilitating the interpretation and reporting of results.
- Guiding and supporting the development of innovative and experimental teaching programs in all schools.
- Coordinating resources for pastors, principals and parents in collaboration with the Office of Catechesis, Department of Finance and Administration, Department of Human Resources, Department of Parish Life, Office of Health, Athletics and Physical Safety, and the Archdiocesan Legal Counsel.
- Ensuring the compliance of state and federal regulations on education in Archdiocesan Catholic Schools.
- Monitoring Federal Special Education guidelines for Catholic Education.



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Finances

- Preparing and monitoring the budget for the Office of Catholic Schools.
- Managing the allocation of School Outreach Funds (SOF).
- Oversee and coordinate distribution of School Rental Income proceeds.
- Supervise the allocation of the Archdiocesan Tuition Assistance Program.
- Overseeing the McLaughlin Scholarship Fund and the Bretzloff Scholarship Fund.
- Administer Federal Funding – E-rate and Title Programs.
- Working with the Department of Finance and Administration reviewing school budgets as good stewards working toward financial sustainability.

Strategic Planning and School Viability

- Providing leadership to advance the Healthy School Criteria implementation plan and helping engage stakeholders around that plan.
- Assessing, evaluating, and making recommendations on key areas (Finance, Enrollment, Test Scores, Catholic culture initiatives, etc.) and providing trending data.
- Actively participate and serve as primary liaison and support for the work and meetings of the Catholic Schools Council (CSC).
- Provide data, support, and expertise to the CSC.
- Establishing clear communication practices and build trusting relationships primarily with pastors and principals and secondarily with department directors, faculty and staff of Sacred Heart Major Seminary, parents, benefactors, and others who are crucial to the success of Catholic schools.
- Establishing a norm for continuous improvement, evaluation and a commitment to high standards for quality across all areas of school administration, teachers, and staff.
- Actively participating in the development and implementation of strategic planning for Catholic schools including but not limited to: cooperation with the collection of Catholic school data for this purpose, acting as a liaison between the Archdiocese of Detroit and schools regarding particular strategic plans, and promoting the mechanisms identified as essential for the success of particular schools (i.e. fundraising, leadership, organizational health, etc.).

Administration

- Supervising, evaluating, and mentoring employees in Catholic Schools' Office.
- Developing a Leadership Team for the Office of Catholic Schools in response to Action Step 3.2 in *Unleash the Gospel*.
- Representing – or delegating such representation with the approval of the Director of ECS – the Office of Catholic Schools:
 - On various Archdiocesan Boards/Committees and Ad Hoc committees.
 - With accrediting agencies, other school systems, institutions and agencies, community organizations and the general public as needed.
- Visiting Archdiocesan schools routinely.



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QUALIFICATIONS:

- Must be a practicing Catholic with a strong commitment to the philosophy of Catholic Education.
- Committed to Archbishop Vigneron's vision for Catholic schools as an apostolate of the whole Archdiocese as articulated in *Unleash the Gospel*.
- Must have a minimum of five years teaching experience, five years administration in Catholic schools, with a minimum of three years' experience as a school principal or school president.
- Doctorate, M.S. or M.A. in Educational Leadership.
- Be eligible to obtain Catechetical Certification.
- Michigan teaching certification or equivalent credential from another State.
- Michigan administrative certification or be eligible to obtain Michigan certification.
- Demonstrates strong organizational, interpersonal and managerial skills.
- Communicates effectively in both written and oral presentations.
- Works respectfully in a collegial and collaborative environment.
- Demonstrates competency in the effective/efficient use of technology; including Microsoft Office applications, Adobe, Power School.
- Possesses an understanding of social media to
 - Engage in its use for the advancement of Catholic education.
 - Identify the challenges of social media, particularly as they relate to the issues pertinent to Catholic schools.
- Keeps current on Catholic teaching, and educational research.
- Practices and models lifelong learning in pursuing opportunities for professional development and/or course work, particularly a commitment to visionary leadership in the area of Catholic schools.

BENEFITS:

This position offers comprehensive benefits and retirement plan.

EXPECTED TRAVEL: minimal overnight travel.

****Deadline for Application: October 15, 2017.**

For consideration please email: Arlene McSweeney, Ed.D. , Arlene@CatholicRecruiter.com with resume.

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