



SUPERINTENDENT OF CATHOLIC SCHOOLS

October 13, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

The [Archdiocese of Detroit](#) is a community powered by prayer and led by the Holy Spirit going forth with apostolic boldness to [unleash the Gospel](#). Using our unique gifts we accompany others on their journey to encounter Jesus, grow as joyful missionary disciples and give witness to Him in the world.

Established as a diocese in 1833 and elevated to an archdiocese in 1937, the Archdiocese of Detroit comprises the six counties of southeast Michigan (Lapeer, Macomb, Monroe, Oakland, St. Clair and Wayne). There are about 1.2 million Catholics in these counties in 215 parishes. There are five Catholic colleges and seminaries, 23 high schools and 66 elementary middle schools.

Under the leadership of Archbishop Allen H. Vigneron, the Archdiocese has undergone a missionary transformation of the Church in Detroit. This transformation began in 2014 with a Year of Prayer. During 2016, listening sessions were held at every parish to learn how the faithful felt the Archdiocese of Detroit could move from maintenance to mission. In November 2016, Archbishop Vigneron led a Synod during which over 400 participants - clergy, religious and laity - gathered to pray, share and discern a plan to renew the Church in Detroit.

The fruit of those efforts was Archbishop Vigneron's pastoral letter, [*Unleash the Gospel*](#), released on the Feast of Pentecost 2017. In this letter, Archbishop gave the roadmap for the missionary transformation of the Archdiocese of Detroit. This foundational document is the repository of the graces of Synod 16 that allows the work of the movement to unleash the Gospel to move forward with confidence, focus and resolve.

Basic Function 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 [Unleashing Our Catholic Schools](#), the strategic plan promulgated by the Archbishop to ensure that our Catholic schools are authentically Catholic, academically excellent, accessible to all and sustainable for the future. 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 vision for Catholic schools. The superintendent manages the staff of the Department of Catholic Schools and reports to the Moderator of the Curia.

Essential Duties and Tasks Required by This Job

Essential duties and responsibilities include the following, however not limited to:

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.
- Ensure promulgation and the evaluation of school compliance with the Archdiocesan Catholic Culture Guideposts.
- Ensuring that the Department 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 Department 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 Renaissance Star 360 and the 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, Department of Evangelization and Missionary Discipleship, Department of Finance and Administration, Department of Mission Advancement, Department of Communications, Department of Human Resources, and Archdiocesan legal counsel.
- Monitoring and ensuring the compliance with state and federal regulations on education in Archdiocesan Catholic Schools.
- Monitoring Federal Special Education guidelines for Catholic Education.

Finances

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

Strategic Planning and School Viability

- Providing leadership to advance the Forecast School Model 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 collaborating with and serving as primary liaison and support for the work and meetings of the Catholic Schools Council (CSC).
- Providing data, support, and expertise to the CSC.
- Establishing clear communication practices and building trusting relationships with pastors and principals as well as 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, Families of Parishes 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 the Department of Catholic Schools.
- Representing, or delegating such representation with the approval of the Moderator of the Curia:
 - 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 regularly.

Qualifications

- Must be a practicing Catholic with a strong commitment to the philosophy of Catholic Education.
- Must be committed to Archbishop Vigneron's vision for Catholic schools as an apostolate of the whole Archdiocese as articulated in Unleash the Gospel and Unleashing Our Catholic Schools.
- 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.
- Must hold an M.S. or M.A. in Educational Leadership or equivalent.
- Must hold or be eligible to obtain Catechetical Certification.
- Must hold Michigan teaching certification or equivalent credential from another State.
- Must hold 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 life-long learning in pursuing opportunities for professional development and/or course work, particularly a commitment to visionary leadership in the area of Catholic schools.

Travel: Estimated twenty five percent throughout the diocese and various professional conferences. Availability for evening meetings with parish leaders and others.

Compensation & Benefits: Highly Competitive and comprehensive benefits with details available to candidates through Human Resources.

Application Deadline: February 15, 2022
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.

Salary: Commensurate with background, education and experience.

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

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