



# ASSISTANT SUPERINTENDENT OF SCHOOLS

November 21, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING





## BACKGROUND

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The Archdiocese of Newark is home to almost 3 million Catholics has a rich [history](#) including the official creation of the diocese by Pope Pius IX in 1853. For the last five years, [Cardinal Archbishop Tobin](#) led the Diocese which has a diverse culture in terms of population and communities. Cardinal Tobin believes Catholic schools are the foundation of our evangelization and the future of our Catholic faithful.

### Schools:

Catholic schools in the New Jersey counties of Bergen, Essex, Hudson, and Union provide faith-based instruction to over 27,000 students. There are 50 Catholic elementary schools with nearly 16,000 students and 26 high schools with 11,450 students. All of these schools foster Catholic identity, high academic standards, and a focus on building future disciples of the Gospel of Jesus Christ.

**Position:** Assistant Superintendent of Elementary Schools and Operational Vitality

**Department:** Schools Office

**Reports To:** Superintendent of Schools

### General Description:

Responsible for supervision of elementary schools and coordinating efforts focused on the viability and sustainability of schools.

## Specific Duties & Responsibilities:

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Support, supervise, and evaluate elementary school principals in 20-25 schools
- Conduct school visits and prepare and submit reports of school visits
- Monitor the principals' compliance with Archdiocesan requirements
- Conduct annual performance review of assigned principals
- Oversee principals' implementation of the hiring and evaluation processes for teachers and school staff
- Communicate with parents, teachers and other community members who contact the Catholic Schools Office and serves as a liaison with the schools on any issues reported
- Assist and support principals in dealing with parent and staff concerns
- Collaborate with diocesan offices/departments on issues that affect Catholic schools. Works with committees at the request of Superintendent
- Maintain communication with pastors regarding pertinent school issues
- Collaborate with members of the Schools Office staff in providing principals with resources and support
- Provide support for ongoing formation of school leaders
- Collaborate with the Director of School Business Services in monitoring principal's fiscal management of the school and address areas of concern
- Oversee school marketing and enrollment management efforts, and guide principals accordingly
- Provide school leaders with guidance and resources in the efforts to maintain and grow enrollment
- Manage the Archdiocese of Newark Catholic Schools website
- Participate in the Schools Office screening process for principal candidates
- Coordinate the search process for principal openings in assigned schools
- Assist with the planning of Principal conferences and forums
- Collaborate with other members of the Schools Office staff in planning and conducting the New Teacher Orientation program
- Attend Archdiocesan Principal meetings and forums
- Attend Archdiocesan Principal Council meetings
- Attend Middle States presentations as scheduled in assigned schools
- Attend school events as appropriate
- Assist with Schools Office operations in support of schools
- Other duties as assigned

## Qualifications & Skills:

- Must be an active, practicing Catholic
- Strong commitment to the philosophy and teaching mission of the Catholic Church
- Demonstrated success in school leadership
- Excellent written and oral communication skills
- Strong interpersonal skills
- Sound knowledge of various aspects of school management
- Ability to collect and analyze data
- Strong decision-making skills
- Ability to collaborate with others
- Requires some weekend and evening hours as necessary
- Requires ability to travel within the diocese and periodically within the state

## Education & Experience:

### Minimum Qualifications

- Minimum of a Master's degree in Educational Leadership, Administration/Supervision, or related field.
- Principal or Administrator certification or Certificate of Eligibility preferred.
- At least six years of successful experience in the role of school principal (preference given to Catholic school administration experience).

**Travel:** Travel within the diocese and periodically within the state.

**Salary:** Commensurate with background and experience.

**Application Deadline:** January 30, 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:

**CATHOLIC RECRUITER ASSOCIATES**

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P.O. Box 967  
Ridgefield, CT 06877  
Phone: (203) 438-8475  
[info@catholicrecruiter.com](mailto:info@catholicrecruiter.com)  
[www.catholicrecruiter.com](http://www.catholicrecruiter.com)