



ARCHDIOCESE  
of NEWARK



# SUPERINTENDENT OF CATHOLIC SCHOOLS

March 28, 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 ([Bio](#)) 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 15,000 students and 23 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.

### General Description

The Superintendent of Schools reports directly to the Vicar for Education. The Superintendent of Schools in conjunction with the Vicar for Education supports the Archdiocesan ministry of providing a Catholic education to all who seek this faith centered learning.

The incumbent is responsible to the Vicar of Education and the Archdiocese for education policies in the Archdiocese. This includes responsibility for the administration and supervision of education in the schools of the Archdiocese and for reporting to the Vicar of Education, on the operation and status of Catholic schools within the Archdiocese.



## 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.

- Develop the Archdiocesan strategic school plan, including timelines, goals and objectives, staff requirements etc.
- Work closely with the Vicar for Education, pastors, councils and school administrators in representing Catholic School concerns within the Archdiocese.
- Report to the Vicar for Education on the state of education in Catholic schools within the Archdiocese, as well as national trends in Catholic education, and recommend policies consistent therewith.
- Serve as a member of the Archdiocesan Center Senior Staff.
- Along with the Vicar for Education serve as the official representative of the Archdiocese, in matters of education, to the NJ Catholic Conference.
- Represent the Archdiocese at local, state and national meetings of educational organizations and associations.
- Assist in the development, recommendation and/or implementation of more effective school structures.
- Take a leadership role in the recruitment of students for Catholic Schools.
- Maintain overall responsibility for awareness of the financial status of schools within the Archdiocese, especially those which may need or qualify for Archdiocesan subsidy.
- Ensure proper compliance with all government regulations and assume leadership in the efforts of the catholic school community to obtain a just share of government programs.
- Provide assistance, guidance, and support for those Catholic Schools both owned and not directly owned by the Archdiocese.
- Promulgate Archdiocesan educational policy by implementing and interpreting policy and regulations for schools owned by the Archdiocese, and assisting schools not directly owned by the Archdiocese with education policies and regulations which they may adopt.
- Assume responsibility for monitoring the schools in areas relating to Catholic identity, academic excellence and managerial and fiscal best practices.
- Provide leadership for school administrators in enhancing the Catholic nature of education programs, including spiritual development for students, faculty, parents and supporting organizations in Catholic schools in the Archdiocese.
- Assume responsibility for effective communication between the School's Office and Catholic schools in the Archdiocese as well as various groups, including parents.
- Review and promulgate information to principals and pastors regarding legal requirements for Catholic schools.

- Provide leadership in efforts to restore stability to schools in financial difficulty.
- Work collaboratively with principals and plan in-service professional development sessions and other continuing education experiences for principals and teachers.
- Provide procedures to parishes and schools for interviewing and hiring teacher and principal applicants and coordinate the diocesan interview process for the Superintendent's approval of school principal applicants per the model stated in the Archdiocesan policy. For all other schools, be a resource as to the qualifications and merits of the candidates for the position of principal.
- Establish a means of providing accurate statistics regarding pupils, personnel, finance and other school data.
- Provide leadership and managerial oversight to the staff of the School's Office ensuring that the offices are properly structured so that strategic plans are implemented, day to day issues are addressed in a timely and professional manner and so that appropriate staff are aware of and able to help resolve system-wide or local school issues as they arise.
- Prepare the Schools' Office budget. Be responsible for the financial operation of the Schools Office as well as schools directly owned by the Archdiocese.
- Consult with Archdiocesan legal counsel regarding contracts (administrator and teacher), liability, safety issues and pending legislation and litigation.
- With the assistance of legal counsel, interpret New Jersey state and federal laws which apply to Catholic schools in the Archdiocese.
- Collaborate with the Office of Human Resources in the administration of personnel policies and procedures in the schools and in the School's Office.
- Collaborate with the Office of Finance in ensuring that all Archdiocesan policies are complied with both at the individual school level and within the School's Office, including all required financial and budget-related internal controls.
- Consult with the Director of the Office of Communications in matters involving Catholic School issues in the Archdiocese.
- Provide liaison and advocacy activities with major agencies affecting Catholic school education within the Archdiocese.
- Serve as a member of the Corporate Membership Board for schools separately incorporated.
- Recruit the Archdiocesan School Council and work with them in developing and recommending policies for schools and monitoring their implementation.
- Assist the Archdiocesan Director of the NJ Network of Catholic School Families in political action on behalf of legislation strategies and issues that benefit Catholic schools.
- Maintain liaison with school offices of other dioceses in the province as well as with New Jersey Catholic Conference.
- Perform other duties as may be required.

## Qualifications/Skills

- Must be a practicing Catholic with a deep love of Christ, his Church and its schools.
- Must have a strong commitment to the philosophy and teaching mission of the Catholic Church.
- Demonstrated leadership success.
- Excellent written, verbal communication and human relations skills.
- Sound knowledge of budget and other managerial procedures.
- Computer proficiency.
- Requires some weekend and evening hours, as necessary.
- Requires ability to travel within the diocese and periodically within the state and nation, as required.

## Education and/or Experience

- Advanced degree in Educational Administration required (Ph.D. or EDS preferred).
- Several years' experience in administration and management in a Catholic school system.
- Must have previous experience as Principal or President of a Catholic school (previous experience as a Superintendent or Assistant Superintendent of Schools is preferred).

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

**Application Deadline:** **April 30, 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.)*

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@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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