



CATHOLIC DIOCESE
of FORT WORTH



SUPERINTENDENT OF CATHOLIC SCHOOLS

May 17, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

The Diocese of Ft. Worth (<https://fwdioc.org/>) is home to 1.2 Million Catholics and is led by Bishop Michael Olson ([Bishop Bio](#)). The diocese has 19 schools with 4154 students. Bishop Olson is a great supporter of traditional Catholic curriculum with emphasis on Catholic identity and classical instruction. The Superintendent is expected to lead the school system with a focus on Catholic identity, superior academic outcomes and wise investment of human and financial capital to ensure superior results.

Reports to: The Chancellor and Moderator of the Curia

Location: The Catholic Center
800 West Loop 820 South
Fort Worth, Texas 76108-2919
www.fwdioc.org/employment

General Position Summary

The Superintendent of Schools, who is a Catholic in good standing, educated in and supportive of a Classical Education and is the face of the Catholic school system, and will work in collaboration with the Associate Superintendent of Schools to assist the school leaders with the overall functions of effective school leadership. This includes the oversight of personnel, compliance with policies and procedures, and formation of faculty and staff in catechetical and professional development. The incumbent also oversees the daily operation and the long-range planning of the diocese while managing all fiscal operations in unison with the diocesan offices.

Principal Accountabilities:

- Is keenly aware of the Bishop's goals in Catholic, classical education and builds these into the education strategic plan.
- Can articulate and implement Catholic identity as core to each element of the Catholic education experience and is a practicing Catholic in good standing.
- Oversees TCCBED Accreditation for all schools.
- Oversees curriculum, instruction, and assessment and has a clear understanding of current educational outcome goals and monitors each school's ability to achieve these through a system of outcome metrics.
- Is creative in recruiting students, thus insuring increasing enrollment in all levels of Catholic education.
- Coordinates Catechesis and new teacher training.
- Recruits, maintains, and provides continuing education for a highly skilled teacher and principal work force.
- Prepares and conducts Principal evaluations.
- Provides a solid understanding of the financial underpinnings required to manage the mission with resources.
- Manages deficiency plans and maintains diocesan records.
- Manages a diverse group of organizations and schools committed to creating future disciples, and well-rounded individuals equipped for life.
- Performs site visits to campuses to meet with principals and/or pastors.
- Chairs the Diocesan Curriculum Committee
- Provides guidance and oversees ongoing HR issues within school campuses
- All other duties as assigned.

Typical Decisions and/or Recommendations Made in This Position:

- Decisions that impact curriculum, enrollment, financial budgeting.
- The selection of teachers, principals, and staff.

Supervision Given and/or Received:

- Received: Direction and guidance from the Bishop, Chancellor and General Counsel.
- Given: This position provides leadership, guidance, and training for anyone associated with the Diocese of Fort Worth schools.
- Given: Directs and supervises the Associate Superintendent, Principals, Teachers, and office staff.

Internal Contacts:

Bishop, Vicar General, Chancellor, General Counsel, Diocesan Department Heads, Pastors, Priests, Seminarians, Principals, Teachers, School Staff and/or Advancement Foundation Employees

External Contacts:

Diocesan vendors, United States Conference of Catholic Bishops (USCCB), National Catholic Education Association (NCEA) and Texas Catholic Conference of Bishops Education Department (TCCBED)

Travel Requirements:

Frequent travel is required to Diocesan Parishes and/or schools, along with occasional trips to conferences for meetings.

Education and Experience Preferred:

- Bachelor's degree in Theology
- Master's in Education
- Doctorate Preferred

Knowledge and Skills Preferred:

- Knowledge of the Catholic Church, Sacraments and Catholic rites and liturgies and an active member, in good standing of a Diocese of Fort Worth parish.
- Intermediate to advanced computer capabilities, including database management, MS Office 365 Suite and internet resource skills.
- Demonstrated professional written and verbal communication skills. Bi-Lingual in English and Spanish preferred.
- Demonstrated ability to effectively develop and deliver professional presentations to groups of people with different backgrounds
- Demonstrated analytical, investigative, and customer service skills, as well as the ability to multi-task, shifting from one thing to another, but not losing focus.

Other

Salary



Commensurate with background, education and experience.

Application Deadline



July 15, 2021

(Note: 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 and references to:

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

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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