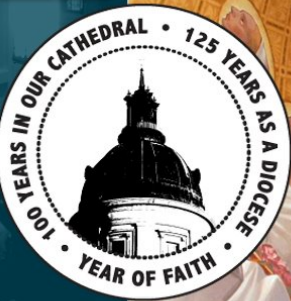
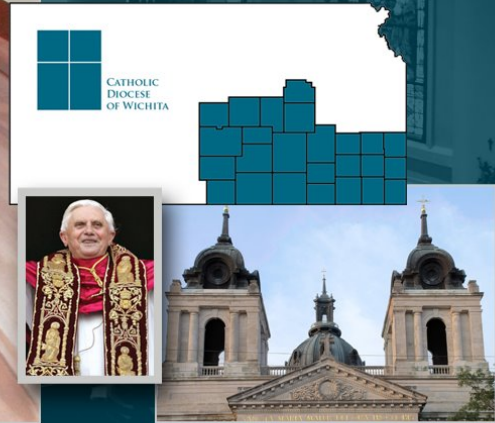
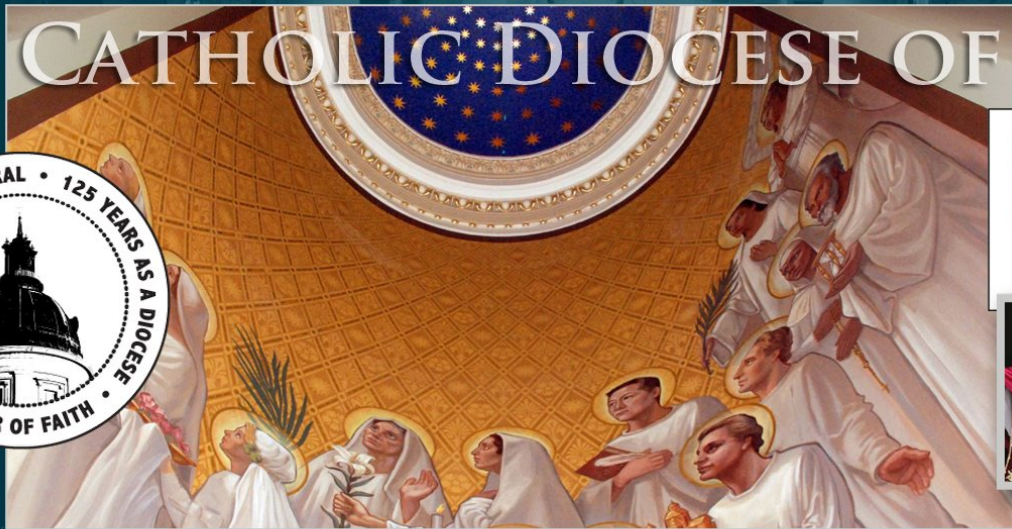




CATHOLIC  
DIOCESE  
OF WICHITA

# CATHOLIC DIOCESE OF WICHITA



CELEBRATING 125 YEARS AS A DIOCESE, 100 YEARS IN OUR CATHEDRAL AND THE YEAR OF FAITH

## SUPERINTENDENT OF CATHOLIC SCHOOLS

January 29, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

# March For Life 2018



## CLIENT BACKGROUND

---

The Catholic Diocese of Wichita (<http://catholicdioceseofwichita.org/>) was erected in 1887 from the Diocese of Leavenworth. The document establishing the Wichita diocese was issued by Pope Leo XIII. At that time there were 16 priests in charge of churches, and 23 churches attended as missions; nine parochial schools, two of which were taught by the Sisters of St. Joseph, and one by the Sisters of Charity of the Blessed Virgin Mary (Dubuque).

The first bishop appointed for the diocese was Rev. James O'Reilly, of Topeka, Kan., who died on July 26, 1887, before his consecration. One year later, Rev. John Joseph Hennessy, was selected, and was consecrated on Nov. 30, 1888, in St. John's Church, St. Louis, Missouri, where he was rector. The first census conducted in the diocese a year later recorded 8,000 Catholics.

When Bishop Hennessy arrived, his territory was in poor condition after suffering a succession of droughts and crop failures. Many settlers abandoned their farms and sought a fresh start in new Territory of Oklahoma. Wichita had three churches at the time: St. Aloysius (the predecessor to the Cathedral of the Immaculate Conception); St. Boniface (now St. Anthony), and St. Joseph Church.

Today the Wichita diocese covers 20,021 square miles and includes the 25 counties in the southeast corner of the state. It is home to 114,195 Catholics in 90 parishes.

Bishop Carl A. Kemme ([Biography](#)) is the 11th Bishop of the Catholic Diocese of Wichita. He was appointed on February 20, 2014

A full history and summary of Catholic schools in the Wichita diocese can be found here: <http://catholicdioceseofwichita.org/catholic-schools>.

# General Summary:

**Position:** Superintendent of Catholic Schools

**Reports to:** Vicar General/Moderator of the Curia

The Superintendent of Catholic Schools will provide vision, leadership, and direction for the mission and operations of Catholic Schools in the Diocese of Wichita. This practicing Catholic, a strategic leader, will promote and advance the Catholic identity, academic excellence, and vitality and viability of the Catholic schools while maintaining the principles of stewardship in order to advance the catechetical and educational mission of the Church.

She/he will assist the Bishop of Wichita in his teaching mission, support school administrators in the exercise of their duties, oversee school curricula, provide opportunities for continuing formation and leadership development for Catholic School leaders, assist in the recruitment and hiring of school leadership staff, serve as a liaison with public entities and community stakeholders, promote effective communications within and about Catholic schools, and encourage and facilitate faithful Catholic formation of students and staff.

## Essential Duties and Responsibilities:

- Desire a servant leader working to ensure the realization of the long-term health of an excellent, nationally recognized system of Catholic schools dedicated to educating the whole person – mind, body, and spirit. Directs the implementation of the Bishop's mission for exceptional Catholic education in union with strong Catholic identity.
- Works diligently to build effective relationships with pastors, school leaders, parents, and other stakeholders to listen and seek to understand the significant local and national issues effecting Catholic education. Builds a plan which reflects this understanding and achieves new levels of achievement throughout the school system.
- Creates standardized school governance structures, policies, and standardized operating procedures to assist schools, promote efficiency, transparency, consistency, and effectiveness, while mitigating risk associated with school governance for the protection of all diocesan schools. Once established, creates a systematic continuous improvement program, whereby all school administrators can actively participate in improving these diocesan standards into the future.
- Serves as the chief administrator and lead communicator for school administrators on issues such as; long and short term planning; policy and procedure development; budgeting and financial matters; educational and instructional standards; continuing faith formation and licensure of teachers; staffing issues; conflict resolution; and other matters essential to the Catholic schools.
- Fosters a ministry-oriented, accountable environment within the Catholic School Office, providing strong leadership, management, and supervision to her/his direct reports. Provides performance management feedback and goal setting with her/his team. Promotes a team environment and articulates the purpose and vision with staff, develops goals with each of them, and follows up to ensure that the mission is accomplished.

# General Summary (cont.)

- Develops innovative attraction and retention models for students, teachers and others which draws on best practices models of Catholic schools throughout the United States. Is the “face of Catholic schools” within the community and is an active participant within the government, not for profit and education community in the State.
- Insures that curriculum and technology keep pace with evidence based learning strategies. Monitors state and national standards for improved outcomes and recognition as “magnet” learning centers.
- Directs schools in areas of legal concerns and personnel issues in consultation with the Diocesan Director of Human Resources and Diocesan General Counsel. Mediates school disputes that cannot be solved at the local level.
- Maintains an active membership in the National Catholic Educational Association (NCEA).
- Performs other related duties as assigned by the Bishop and Vicar General/Moderator of the Curia. Participates in state and national committees for schools and youth.

# Applicant Qualifications

## Knowledge, Skills, and Abilities Required:

- A Master's degree (Doctorate preferred) in Education and/or Administration and have obtained the necessary certification in compliance with standards set forth by the State of Kansas, Department of Education. **Must have at least five years' teaching experience, five years administration experience in Catholic educational ministry,** preferably as a Catholic school principal, superintendent, school administrator and/or Diocesan Catholic education official.
- Must be a practicing Roman Catholic in good standing with the Church who has the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Ability to be an inspirational, passionate advocate for Catholic education, and demonstrate a complex understanding of the issues, challenges and opportunities present in Catholic schools today.
- Pursues this ministry with energy, drive and a need to produce results, especially in the face of resistance or setbacks. Must be flexible, self-confident, assertive and persuasive.
- Strong administrative, planning, and organizational leadership skills, especially in the areas of strategic planning, financial management, change management, conflict resolution, and leadership development.
- Ability and commitment to establish regular check points with employees; take constructive timely action to remedy problems, and consistently meet quality standards and deadlines. Must have the ability to develop and maintain positive relationships with employees at all levels, with a focus on teamwork.
- Required to have excellent presentation skills including public speaking, verbal and written communication skills. Skill in producing concise reports and recommendations, making presentations to varied groups, and articulating and inspiring commitment to a shared vision.
- Skill to capture critical information/key points by using exceptional active listening skills and asking appropriate probing questions while documenting conversations and recommendations given.
- Must be discreet with confidential/sensitive information.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Must successfully pass the required background check, attend the VIRTUS Protecting God's Children for Adults prior to employment, and maintain a satisfactory background check throughout employment.

# Other

<b>Benefits</b>	○	This position offers comprehensive benefits and retirement plan. Details available from Human Resources.
<b>Compensation</b>	○	Highly Competitive
<b>Expected Travel</b>	○	20-30 %; minimal overnight travel
<b>Deadline for Application</b>	○	March 30, 2018

For consideration, please email cover letter and resume to:

Arlene McSweeney Ed.D  
Catholic Recruiter Associates  
[Arlene@CatholicRecruiter.com](mailto:Arlene@CatholicRecruiter.com)

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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