



Diocese of
COLUMBUS



SUPERINTENDENT OF CATHOLIC SCHOOLS

November 2017

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

CLIENT BACKGROUND

The Catholic Diocese of Columbus (www.columbuscatholic.org/) traces its origins to St. Joseph's Church built in 1818. Today, under the leadership of Bishop Frederick F. Campbell, D.D., Ph.D. the Diocese is a vibrant community of over 300,000 Catholics in 106 parishes with 219 priests, 90 deacons, 281 sisters and countless lay ministers. There are currently over 11,000 students in the 43 Catholic elementary schools in the diocese and 4,500 students in 11 diocesan secondary schools. Reporting to the Bishop, the Superintendent leads a dedicated staff of administrators and teachers in providing a Gospel driven Catholic education to the children of this Ohio community.

JOB SUMMARY

The Superintendent of Catholic Schools (Episcopal Moderator for Education) serves as a primary voice of the Bishop in carrying out his prophetic role as the teaching authority for the Catholic faithful enrolled in Catholic schools Religious Education and Youth & Young Adult Ministry in the Diocese of Columbus. The Episcopal Moderator for Education serves the critical function of advisor to the Bishop and spiritual and educational leader in the Diocese of Columbus. The Episcopal Moderator for Education also oversees all aspects of Education including the supervision, evaluation, and monthly meetings with the Diocesan Director of Religious Education and Catechesis and the Diocesan Director of Youth and Young Adult Ministry.

The Superintendent of Catholic Schools works closely with the pastors/parish life directors of those parishes, which sponsor schools, and with individual principals, to promote the operation of a Catholic school system, which reflects the highest ideals of Catholic education, meets the expectations of parents, and complies with the requirements of the state of Ohio's Department of Education.

The Superintendent of Catholic Schools serves as the administrator providing day-to-day advice and consultation to pastors/parish life directors and principals on issues arising in Catholic school education, including providing direction and guidance on long and short term planning, budgeting and financial issues, educational and instructional standards, continuing formation and certification of teachers, contractual issues, staffing issues, and other issues helpful to the schools. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Office.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals.

ESSENTIAL JOB RESPONSIBILITIES

1. Supervises the development and implementation of the in-service training of school administrators, school staffs, and office personnel. Demonstrates good grasp of strategic management issues for Catholic schools and the implications of Finance to growth and stability in our system.
2. Conducts or attends such educational meetings and conferences that relate to the welfare and improvement of the school system.
3. Plans and supervises the required achievement testing program and facilitates the interpretation of the results.
4. Ensures that the knowledge base of information regarding current trends in education is up-to-date and communicated to principals and school personnel. Directs the development of curriculum and monitor its implementation in each school.
5. Mobilizes the support of the community for the development of Catholic educational institutions and programs.
6. Provides job descriptions, hires, dismisses, supervises, and evaluates principals and assistant principals in 11 Diocesan high schools.
7. Consults with pastors, boards of trustees, and the Bishop regarding the hiring of principals for elementary schools. Offers assistance to principals and pastors in their roles as school administrators.
8. Represents the Catholic School System of the diocese to state and federal authorities and certifies that institutions within the system comply with state and federal regulations; responsible to ODE for 43 elementary and 11 high schools in the Diocese. Authorizes for the State Department of Education all professional teacher license requests for teachers within the Diocese's Catholic school system.
9. Issues and monitors guidelines for the implementation of rules, regulations, and norms issued by the Bishop for all parish and diocesan schools and for the development of curriculum and the general improvement of the system.
10. Interprets programs and policies of the school system to personnel, to parents, and to interested parties.
11. Develops and publishes guidelines for school calendars and approves the school calendar.
12. Coordinates all school system related meetings of principals and pastors.
13. Approve and process capital repair requests with Superintendent of Buildings, Director of Finance and Bishop.
14. Serves as a liaison to pastors with and without schools regarding school issues, diocesan lawyers regarding personnel and student issues, media inquiries, working with the Office of Communications, and OHSAA for High Schools.
15. Central Ohio Teachers Association (COACE): Meet and talk regularly with teacher association leadership; respond to questions from leaders (principals and pastors) regarding COACE Agreement; negotiations chairperson and responsible for Diocesan team and data; involved in Grievance procedures; and assist other schools affiliated with COACE for negotiations.
16. Attend the monthly Bishop's Council meetings and prepare Department for Education report; attend Financial Review meetings for schools; attend Buildings Commission

ESSENTIAL JOB RESPONSIBILITIES (cont.)

- meetings; and attend Project Review meetings. Represents the authority of the Bishop as instructed.
17. Supervise, evaluate, and prepare the programs and budgets for services of the Catholic Schools Office, which include the departments of Catholic Education, Religious Education and Catechesis, Youth and Young Adult Ministry, and Recreation Association. Facilitates goal setting for the Office of Catholic Schools and monitors the progress of departmental goals on an ongoing basis.
 18. Develops, implements and oversees implementation of the Strategic Plan for Catholic Schools for the Diocese of Columbus.

OTHER POSITION RESPONSIBILITIES

1. Implementation and maintenance of records for the Protecting God's Children Program in Schools.
2. Maintain liaison with diocesan offices and school offices of the other dioceses in the state and, as appropriate, the nation.
3. Oversee implementation and maintenance of Ohio Ed Choice/Voucher Program.
4. Maintains membership in professional educational organizations, particularly those with a Catholic focus.
5. Attend an advisory board meeting, faculty meeting, foundation meeting and feeder principal meeting at each high school as needed.
6. Performs additional tasks as requested by the Bishop.

POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program; Roman Catholic in good standing with the Church.

Education: A minimum of a Master's degree in Educational Administration or similar content area, Ed.D./PhD preferred, from approved institutions of higher learning. Professional development is mandatory to remain current in best educational practices; Educator's License from the State of Ohio.

Experience: A minimum of ten years of successful experience in the teaching and administration of elementary and/or secondary schools, in a Catholic school system, and five years as a principal or superintendent is required.

Required and Preferred Knowledge, Skills and Abilities:

- Knowledge of the Catholic Church at the national, diocesan and parish levels.
- Knowledge of Ohio school law and the policies and practices of the Ohio State Department of Education preferred. Familiarity with school law in general required.
- Knowledge of contemporary educational research and current educational trends.
- Knowledge of school financial management, staff selection and evaluation or development, and curriculum issues as these issues relate to Catholic schools.
- Knowledge of curriculum development/review/revision as well as instructional strategies.
- Ability to communicate effectively both in written format and oral presentation.
- Demonstrated human relation skills when dealing with students, families and the community.
- Demonstrated leadership skill and skill in conflict resolution.
- Ability to maintain organization, make decisions, and manage multiple responsibilities simultaneously and establish priorities in approach to responsibilities.
- Skill in operating various computer programs such as word processing, spreadsheets, and database and e-mail systems.
- Skill in development and fundraising.
- Ability to work collaboratively, demonstrate flexibility and ability to lead through change.
- Knowledge of, and sensitivity to, a multicultural environment. Bilingual desired (Spanish/English).
- Ability and willingness to drive long distances.

POSITION QUALIFICATIONS (cont.)

Personal Characteristics:

- A committed and practicing Catholic.
- Understanding and supportive of the Catholic philosophy of education.
- A patient listener and firm/impartial decision-maker.
- Self-confidence in his/her actions.
- Demonstrated creativity and problem solving skills.
- Commitment to ongoing formation and continuing education.

Committees Responsibilities:

- Chairperson for Bishop's Elementary Planning Committee.
- Chairperson for Diocesan Schools Advisory Commission.
- Serve on Challenge in Changing Times Distribution Committee for Elementary School Grants.
- Attend monthly Catholic Conference of Ohio meetings of Ohio Catholic School Superintendents.
- Assist with Bishop's Golf Outing and assist with Tuition Assistance Gala.
- Serve on Board of Cristo Rey.

OTHER

Benefits



This position offers comprehensive benefits, including a matching retirement plan.

Expected Travel



Minimal Overnight Travel

Deadline for Application



December 15, 2017

For consideration, please email resume to:

Arlene McSweeney, Ed.D.
Catholic Recruiter Associates
Arlene@CatholicRecruiter.com

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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