



SUPERINTENDENT OF CATHOLIC SCHOOLS

January 15, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The [**Diocese of Orlando**](#) was established on June 18, 1968 and is comprised of people dedicated together to the service of each other, the service of the worldwide Church and society at large. This is represented through 80 parishes and 11 missions, two basilicas, 36 schools, and hundreds of ministries. Led locally by our fifth Bishop, [**Most Reverend John Noonan**](#), the clergy, consecrated women and men, and members of Christ's faithful strive to live the Gospel of Jesus Christ by participating in the Sacraments, studying the Word of God, praying always and in all ways, teaching the faith and caring for those in need.

It encompasses 11,254 square miles spanning Brevard, Lake, Marion, Orange, Osceola, Polk, Seminole, Sumter, and Volusia counties.

The Diocese of Orlando has a total of 39 schools in eight of the nine counties it covers. It is the second largest Catholic school system in the State of Florida with five high schools, twenty-nine elementary schools, one special education school, and four early childhood centers (see [**Early Childhood Catholic Education**](#)).

Job Summary:

Job Title: Superintendent of Catholic Schools, Secretary for Education

Reports To: Chancellor/COO

The Superintendent of Catholic Schools/Secretary for Education provides proactive leadership for Catholic education throughout the Diocese. The Superintendent of Catholic Schools/Secretary for Education is appointed and is delegated canonical authority by the Bishop of Orlando and acts as the chief executive and educational officer for all catechetical efforts of the Diocese Catholic Schools. The Superintendent of Catholic Schools/Secretary for Education provides the vision to inspire and enable Catholic educators to integrate Catholic Faith with the learning process and ensure excellence in Catholic education and faith formation in order to achieve the fullest attainment of the teaching mission of the Diocesan Church. As chief educational delegate and spokesperson for the Bishop, the Superintendent of Catholic Schools/Secretary for Education strives to promote the positive image of Catholic education in the Diocesan community.

As the Superintendent of Catholic Schools, the Secretary for Education provides executive leadership for the Catholic schools with the guidance of the Diocesan School Board in the implementation of strategic plans and policies. The Superintendent organizes and leads Catholic educators and lay leaders in providing opportunities for Catholic school students to be prepared for life in the Church and society through quality instruction and formation in the beliefs, values and traditions of the Roman Catholic Faith and a strong basic, contemporary secular curriculum integrated with instructional technology. The Superintendent helps gain support, understanding and resources to sustain the crucial role of Catholic schools both within the Church and the broader community.

Secretariat Core Values:

1. Authenticity: Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living
2. Respect: Affirming each person's God-given dignity and uniqueness.
3. Courage: Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
4. Commitment: Individually and collectively, we are steadfast to the team and its purpose.

Essential Duties & Responsibilities:

Including, but not limited to, the following (reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions). Other duties may be assigned.

Faith Community Affairs/Mission Effectiveness

- Upholds and models a moral code which is consistent with the teachings of the Roman Catholic Church and the mission of the Diocese of Orlando.
- Assists the Bishop in all aspects of the teaching mission of the Church.
- Ensures that administrators, teachers, and Board members understand and are committed to the philosophy of Catholic education and the mission statement of the school.
- Ensures that administrators, teachers, and Board members fully understand the three-fold mission of Catholic education consistent with the Pastoral on Education, *To Teach as Jesus Did* – to teach the Gospel message, build community, and educate for service.
- Collaborates on the design and implementation of programs to enhance the development of spiritual life of administrators, teachers, and staff.
- Appreciates and supports the role of the Pastor in Catholic education.
- Works closely with the Diocesan Bishop and Pastors to articulate the importance of integrating elements of faith with the learning process through Catholic schools and promoting the importance of Catholic schools for the education of children in the Faith.
- Ensures that each school has appropriate and well-promulgated statements of philosophy and mission.
- Ensures that Catholic schools provide regular and frequent opportunities for worship.
- Provides for the assessment of and enhancement of the Catholic identity of schools.

Program Oversight

- Ensures regular (at least annual) site visits to all schools and parishes by Catholic Education Office professional staff.
- Oversees all regular communication to the field, both print and electronic, including weekly messages for all school administrators in conjunction with the common efforts of the Catholic Education Office, and ensures that information, meeting dates, and regular reporting schedules are communicated in a timely manner.
- Through the Associate Superintendents for Academic Affairs:
 - Serves as an advisor and professional resource to school administrators to ensure consistent and effective development and implementation of Catholic school programs, both religious and secular.
 - Conducts regular school visitations to guide local leaders in the adoption and implementation of best practices in Catholic education.

- Provides direct support and guidance to presidents, principals, and other school administrators.
- Hosts regular gatherings/meetings for school administrators.
- Evaluates school and Diocesan programming and adjusts strategies as necessary.

Religious and Secular Academic Affairs

- Oversees implementation of the Diocesan elementary and secondary religion and academic curricula for school programs.
- Collaborates with the Secretariat for Laity, Family and Life and Associate Superintendents for Academics and leaders from the field to develop and promulgate comprehensive religion curricula for grades Preschool through 12, in both school-based and parish based instructional programs in alignment with the standards of the *Catechism of the Catholic Church* and in compliance with the *National Directory for Catechesis*.
 - Sends the approved national booklist for religious education to all school principals to ensure that textbooks and materials used meet approved guidelines and to provide the most current available resources.
 - Provides for the annual formal assessment of student progress in religion.
 - Encourages annual assessment of teachers.
 - Produces an annual religion assessment report showing Diocesan and local trends and provides guidelines for parish interpretations to foster effective instructional planning for the next year.
- Through the Associate Superintendents for Academic Affairs:
 - Collaborates with Catholic educators to develop and promulgate a comprehensive standards-based secular curriculum in all subject areas for grades Preschool through 12 on a regular cycle.
 - Provides for a recognized process of school assessment and school improvement focused on student performance through the Educational Psychologist and Testing Coordinator.
 - Provides standards, guidelines, and support for the provision of education to students with special needs.
 - Provides for the integration of instructional technology into the curriculum of Catholic Schools in conjunction with the Coordinator of Instructional Technology.
 - Provides for oversight of the alignment of curriculum in all schools.
 - Applies for and manages various government programs and grants as well as educational research through the Coordinator of Government Programs, Grants and Research.

Student Affairs

- Provides policy guidelines for and requires the development of appropriate parent/student handbooks at each school.
- Ensures that each school has appropriate and comprehensive emergency operations plans in place.
- Ensures that each school conducts appropriate fire, lockdown, shelter-in-place and other safety and emergency drills on a regular basis as required by law and current best practices.
- Ensures that each school maintains required student information, including permanent records, health forms, transfer forms, etc.
- Ensures through policy and procedures that schools adhere to ethical and safe standards in the conduct of all extra-curricular and co-curricular activities.

Professional Development/Training and Certification

- Provides for the ongoing spiritual and professional growth of Catholic Education Office staff in consultation with the staff.

Personnel Affairs

- Employs, supervises, assigns, and appraises the performance of Catholic Education Office personnel, overseeing all obligations of the central office in collaboration with the staff.
- Holds regular meetings with Catholic Education Office staff for planning and coordination of efforts.
- Coordinates with Human Resources to annually review and update standard contracts for Catholic school teachers and administrators.
- Works closely with the Director of Human Resources for the Diocese and the School administrators on personnel policies and decisions affecting Catholic school personnel.
- Collaborates with Human Resources to provides standardized policies, role descriptions, procedures, and forms for the performance appraisal of Catholic school administrators, and Catholic school teachers.
- Participates in the performance appraisals of all chief school administrators (Presidents or Principals).
- Ensures that administrators carry out annual performance appraisals for all professional and support staff, based on clear role descriptions.
- Designs and implements orientation programs for all new administrators and teachers, providing experienced mentors for new administrators.
- Designs and implements programs to ensure the development of future Catholic school administrators.
- Collaborates with Human Resources on the design and implementation of programs for the recruitment, hiring and retention of school personnel.

- Designs and implements programs to assist Pastors, Boards, and search committees with the hiring of administrators.
- In coordination with Human Resources, screens all applicants for Catholic school administrative positions and approves qualified candidates for referral to local search committees.
- Ensures that appropriate guidelines are developed with regard to teacher and administrator compensation and benefits in conjunction with the Diocesan Department of Human Resources.
- Provides direct advice and support to Pastors and administrators in making appropriate and legal personnel decisions in conjunction with the Human Resources Department.
- Ensures that all employees in the Catholic Education Office and in education complete the training required by the "Charter for Protection of Children," and complete the required criminal background checks.

Business Affairs

- Maintains regular and effective communication with Catholic school leaders, enabling effective site-based management, providing crucial advice and counsel, building trust and consistency, and protecting the ownership, legal interests, and reserved powers of the Diocesan Church. Maintains open and cooperative lines of communication with other Diocesan agencies.
- Manages the Catholic Education Office, including long and short-term financial planning and budgeting to support the Diocesan educational mission in conjunction with the Diocesan Department of Finance.
- In partnership with the Diocesan Finance Office and through the School Financial Analyst:
 - Collaborates and cooperates with the Diocesan Chief Financial Officer in guiding the fiscal management of the schools.
 - Develops and promulgates policies requiring each school to prepare and annually update long-range financial plans.
 - Develops and promulgates policies requiring each school to prepare and submit annual operating budgets.
 - Develops and promulgates policies requiring schools to submit annual financial reports to the Diocese.
 - Develops and promulgates policies and procedures requiring schools to submit annual statistical reports and other reports required by the Diocese, NCEA, regional accrediting agencies, governmental agencies, etc.
 - Oversees Diocesan reporting to NCEA, the state, and other agencies.
 - Develops standardized forms, policies, and procedures for the financial management of schools and monitoring of finances on a monthly basis by administrators, pastors and board members in conjunction with the Diocesan Finance Department.

Development Affairs

- Participates directly in Diocesan development efforts and takes a leadership role in development efforts involving Catholic education.
- Oversees the processes for developing Catholic school leaders in conjunction with the Human Resources Department of the Diocese.
- Through the Director of Marketing, Enrollment Management and Development:
 - Develops and promulgates policies requiring comprehensive development/ institutional advancement plans and programs at each school, including the overall marketing of the school for image, enrollment, and resources.
 - Provides training opportunities in the area of Catholic school development for school administrators, support staff, Board members and volunteers.
 - Annually reviews the comprehensive development plan of each school.
 - Provides guidelines for administrators, parent/teacher associations and School Boards with regard to their respective roles in fund-raising and development.
 - Develops and promulgates policies requiring comprehensive enrollment management plans at each school as part of the comprehensive development plan.
 - Develops and promulgates policies requiring comprehensive communication programs at each school as part of the comprehensive development plan.
 - Participates with the Diocesan Development Office on fund-raising activities benefiting Catholic education.

Legal Affairs

- Reviews and disseminates information with regard to legal requirements for Catholic schools.
- Provides guidance and support to Pastors and School Administrators with regard to legal issues.
- Keeps the Bishop informed with regard to active, pending, or potential litigation within the Catholic schools.
- Serves as liaison or “gateway” to the Diocesan attorneys for the schools, providing administrators with routine counsel on matters that do not require the direct services of attorneys.
- Maintains ongoing relations with the Diocesan attorneys with regard to board issues, administrator contracts, teacher contracts, support staff contracts or work agreements, school liability and safety issues, and pending legislation.
- Keeps school administrators informed about pending legislation or government regulations affecting the schools.
- Facilitates political action by constituents on behalf of legislative issues of benefit to Catholic schools.

Board Relations/Strategic Planning

- Recommends potential Board members to the Bishop for Diocesan-owned schools and the Diocesan School Board.
- Attends all meetings of the Diocesan School Board as an administrative officer and *ex-officio* member of the Board and implements Board policy and initiatives as approved by the Bishop
- Through the Associate Superintendent for Boards, New School Planning and Facilities:
 - Develops and administers a planning process for opening new Catholic schools and/or closing/consolidating schools.
 - Oversees the administration of structural change in Catholic Schools.
 - Oversees the construction process for new schools in conjunction with the Diocesan Finance Office and local parish/school leadership.
 - Develops and promulgates appropriate models of lay involvement in school governance.
 - Develops and promulgates diagrammatic depictions, descriptors, and bylaws for a system of [School](#) Boards of Limited Jurisdiction throughout the Diocese.
 - Plans and conducts annual training programs on board-related issues for board members and school administrators.
 - Facilitates strategic planning processes at the Diocesan and local school levels in conjunction with administrators and Boards.
 - Develops and promulgates appropriate guidelines for Home and School Associations and other parent organizations.

Liaisons and Other Responsibilities

- Attends national and regional conferences for personal and professional enrichment.
- Belongs to professional organizations in Catholic Education and Faith Formation.
- Serves on Diocesan Committees as assigned by the Bishop.
- Maintains relationships with regional universities and colleges for ongoing preparation of school and faith formation professionals.
- Serves as a member of the Bishop's Council and actively contributes expertise in all related meetings and forums.
- Keeps the Chancellor and/or Bishop informed on issues of importance.
- Performs other duties at the request of the Bishop or the Chancellor.

Supervises:

- Associate Superintendent, Boards, New School Planning and Facilities
- Associate Superintendent, Academic Affairs K-8
- Associate Superintendent, Academic Affairs 9-12
- Directors of Marketing, Enrollment Management and Development
- School Finance Analyst

- Catholic Education Office Staff

Member of:

- Bishop's Council
- Diocesan School Board, member *ex-officio* and administrative officer
- All Diocesan boards, committees, and task forces on Catholic education and faith formation and other boards and committees as appointed by the Bishop

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.

Education & Experience:

- Master's degree in School Administration required; Doctorate preferred.
- Advanced training and/or theology or religious education degree preferred.
- At least five years of experience in Catholic educational leadership at and Diocesan level. Florida Administrative Credential or eligibility (preferred).

Knowledge, Skills, & Abilities:

- An active, professed, and practicing Catholic in good standing with the Church.
- A deep understanding and appreciation for the Catholic Faith, especially in areas pertaining to education, faith formation, and human development.
- Good people skills and consensus-building skills.
- Excellent oral and written communication skills.
- Strong organizational ability and competence in effective management systems.
- Excellent leadership and supervisory skills.
- A team player.
- Curriculum, assessment, development, budget, and personnel are necessary areas of competence.

Organization & Interpersonal Skills

- A high level of organizational and interpersonal skill is required.
- Attention to detail and working well with others is also required.

Language & Communication Skills

- Ability to read and analyze detailed correspondence and compose appropriate responses.
- Ability to respond to common inquiries from various constituencies.

- Fluent in English and Spanish a plus.

Working Conditions

- Must be able to work the hours necessary to complete various tasks when required.
- Must be willing and comfortable working in stressful conditions and function well under pressure with competing deadlines.
- Frequent evening and weekend work is required.
- Regular travel to parishes and schools is involved.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Travel: 10-20%; minimal overnight travel.

Salary: This position offers comprehensive benefits and retirement plan.

Application Deadline: April 15, 2024

(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 and Project Recruiting
Catholic Recruiter Associates
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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