



**Diocese of
Rockford**



SUPERINTENDENT OF CATHOLIC SCHOOLS

March 21, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

[The Roman Catholic Diocese of Rockford](#) was founded in 1908 by Pope Pius X. [The Most Reverend David J. Malloy, D.D., J.C.L., S.T.D.](#) is shepherd to 413,526 Catholics. The Diocese of Rockford currently owns and operates a system of six central diocesan high schools, and twenty-nine elementary schools throughout northern Illinois comprising the counties of Boone, Carrol, DeKalb, JoDavies, Kane, Lee, McHenry, Ogle, Stephenson, Whiteside, and Winnebago. System-wide enrollment for the total number of students under Catholic instruction stands at approximately 23,500. There are 6,199 children enrolled in the diocese's twenty-nine elementary schools, 1,863 enrolled in its six Diocesan high schools, 709 enrolled in two private high schools and 11,326 enrolled in parish religious education programs.

The Diocese of Rockford seeks a seasoned elementary and secondary school educational leader to serve as its Director of Educational Services/Superintendent of Schools beginning in July 2023 or sooner. The ideal candidate must be a practicing Catholic. He/she will exhibit a deep belief in the intrinsic lifelong value of a Catholic education joined with a willingness to embrace opportunities and overcome obstacles in a collaborative manner. He/she will possess leadership and business acumen, as well as an ability to collaborate with all school administrators and diocesan department heads. The next Superintendent will hold an unwavering commitment to preserve Catholic identity and to serve as an inspirational model of missionary discipleship as expressed by Pope Francis. He/she will also affirm academic excellence as central to the educational mission of the local Church. The successful candidate will demonstrate the ability to lead not only for the present, but also envision the long-term landscape of Catholic elementary and secondary education in the Rockford Diocese and chart that course in a manner that leads to sustainability, viability, and growth. He/she will embrace an educational model that leads to the holistic formation of elementary and high school age young men and women spiritually, academically, athletically, and socially. Every action undertaken in the exercise of his/her duties aligns with those responsibilities and the obligation to form students of character who are equipped to be servant leaders for the world around them with a heart of discipleship.

Position Title: Superintendent of Schools

Reports To: Bishop of Rockford

Location: Rockford, Illinois

Position Summary:

The essential role of the Rockford Diocesan Superintendent of Catholic Schools is to provide leadership and vision for the development of an active faith and academic community within our elementary and secondary schools. The Superintendent is responsible for nurturing, guiding, and providing vision, direction, and professional development for each elementary school principal and high school superintendents/administrators. The Superintendent is also responsible for the faith formation of all school personnel, including spiritual and professional growth for school administrators, allowing them to develop and provide a sound academic program rooted in our Catholic Mission and Gospel values.

This role involves assisting school administrators and being responsible for the following areas:

- Fostering faith
- Education Mission
- School Policies
- Personnel
- Finance
- Administrative Duties
- Curriculum and Instruction
- Public Relations
- Other duties as assigned.

Faith

Fosters a climate of faith community.

- Ensures that basic teachings of our faith are taught.
- Encourages and develops a spirit of Christian service.
- Articulates and facilitates conflict resolution.
- Commits to the Mission of the Catholic Church.
- Serves as the educational faith leader.

Educational Mission

Articulates the Department of Education's Mission.

- Promotes the Catholic Education Mission to all administrators.
- Initiates a periodic review of the mission.
- Promotes and implements the Faith Forward Strategic Plan for Schools.
- Ensures that programs and activities at the schools reflect the mission.
- Communicates Diocesan education policies and goals.

Diocesan School Policies

Ensures the implementation of diocesan policies and procedures.

- Provides leadership and service to school administrators.
- Informs school administrators about diocesan policies and policy changes.
- Developing and writing educational policies with the Chancery and, in some instances, other Diocesan department directors.

Personnel

Provides for the supervision and growth of school administrators and members of the education department.

- Follows Diocesan policies and procedures in the employment and termination of personnel.
- Follows Diocesan regulations and guidelines in the training and certification of catechists.
- Cooperates with the Diocesan Safe Environment Director to ensure school personnel meet all safe environment requirements.
- Reviews all Frontline school personnel applications, approves all Employment Authorizations, and submits them for final approval to the Chancery.
- Develops and is responsible for the Diocesan New Personnel Day, principal meetings and workshops, Administrative Assistants' Day, and assistant principal meetings.
- Implements annual evaluations of department staff and high school superintendents/principals/presidents according to Diocesan and local procedures.
- Reviews and signs all school administrators' contracts.

Curriculum and Instruction

Provides effective instructional leadership of programs that reflect the unique Catholic character of the school.

- Initiates and develops strategies for textbook replacement.
- Coordinates standardized and student benchmark testing at the elementary level.
- Oversees all high school ACT and elementary test user accounts.
- Articulates and implements Diocesan instructional goals and objectives.
- Establishes and maintains an orderly department consistent with Gospel values and Christian principles.

Public Relations

Promotes and nurtures a positive atmosphere between the Educational Department, school administrators, and parents.

- Responds to parental concerns as needed.
- Communicates the unique Catholic character and values of Catholic education.
- Promotes a spirit of cooperation and collaboration with internal and external public.

Finance

Exercises fiscal responsibility.

- Prepares and monitors the Diocesan Education Department budget.
- Collaborates with the Diocesan Department of Finance.

Administrative Duties

Various duties throughout the year.

- Updates the Administrative Policy Handbook as needed.
- Manages the sixth-day attendance report.
- Supports school administrators with discipline issues/concerns as needed.
- Attends Illinois Catholic School Superintendents' meeting.
- Attends nonpublic school meetings with the Illinois Catholic Conference.
- Monitors and participates in the Diocesan Self-Study accreditation process.
- Leads the Superintendent/Principal Joint Council Meetings.
- Participates in the Diocesan interdepartmental monthly meetings.
- Collaborates with the Diocesan assistant superintendent of schools.
- Collaborates with the Diocesan Communication Office.

Minimum Requirements:

- Practicing Catholic
- Master of Arts degree in educational leadership
- Minimum of five years' experience in Catholic school leadership
- Illinois Professional Educators License (or can obtain)

Salary: Commensurate with background and experience

Application Deadline: April 30, 2023
(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, Education
Catholic Recruiter Associates
Miriam@CatholicRecruiter.com

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

Search managed by:



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