



DIOCESE OF
SAN JOSE



ASSOCIATE SUPERINTENDENT OF CATHOLIC SCHOOLS

January 8, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The **Diocese of San Jose** is led by **Bishop Oscar Cantu** and is home to 600,000 Catholics in Santa Clara County's "Silicon Valley." The diocese has 28 elementary and 6 high schools serving over 14,000 students. The position reports to Jennifer Beltramo, Superintendent of Catholic Schools for the diocese.

Job Summary/Description:

The Associate Superintendent is a transformational member of the Department of Catholic Schools (DCS) leadership team that supports all those who carry out the mission and ministry of Catholic schools. The DCS team is committed to ensuring the future of Catholic education in the Diocese through strengthening three key pillars:

- **Communion** – nurturing a personal relationship with Christ and an encounter with one another; cultivating a strong Catholic culture; calling us together into one community as we leverage strengths, build shared knowledge, and collaboratively seek opportunities to further the mission of Catholic education.
- **Formation** – recognizing that forming our children requires a commitment to the ongoing formation of all those who serve within our ministry; fostering leadership at every level; pursuing intentional, engaging, responsive instruction that ensures that every child is able to thrive.
- **Stewardship** – embracing our responsibility to ensure that vibrant Catholic schools positively impact present and future generations; addressing issues of equity and accessibility; engaging in critical reflection and transparent, responsible use of data to support ongoing growth.

Essential Duties & Responsibilities:

Vision, Strategy and Leadership:

- Design and lead diocesan-wide professional development, support programming, and resources including, but not limited to, the following stakeholder groups: Principals, vice principals, pastors, teachers, front office staff, and school directors.
- Including, but not limited to, the following focus areas: Leadership development, curriculum, instruction, and inclusive practices.
- Design, measure, and build principal capacity toward key metrics to strengthen and sustain the ministry.
- Build the capacity of leaders and teachers through coaching and consultation.
- Design and facilitate opportunities to foster discernment and formation of future leaders.
- Analyze and use multiple forms of data to inform responsive and dynamic support.

Finances & Operations:

- Facilitate the accreditation process for elementary and high schools.
- Supervise and evaluate principals.
- Support schools with applicable federally funded programs and state requirements.
- Develop/revise policies, protocols, and procedures that relate to Catholic schools.
- Support principals with day-to-day questions and incidents.

Collaboration & Communication:

- Collaborate closely with the Department of Catholic Schools team, Chancery departments, pastors, principals, and school/parish locations.
- Conduct in-person and virtual site visits.
- Facilitate the process for parent concerns to be voiced and brought to resolution.

Required Skills & Abilities:

- Witness to the faith.
- Demonstrate respectful, positive, and cooperative behavior when interacting with students, families, community members/partners and staff.
- Maintain absolute confidentiality of diocesan, school, and personnel-related matters and information.
- Remain current on educational research and publications.
- Attend diocesan events.

- Attend educational conferences and workshops.
- An accomplished leader with at least five (5) years of leadership experience in schools.
- The ability to build professional trust, partner with stakeholders, and lead collaboration within and among schools.
- A commitment to continuous growth for oneself, others, and the ministry of Catholic education.
- Demonstrated experience with designing and leading professional development and building the capacity of others.
- Adept at collecting, analyzing, and responding to multiple forms of data.
- In-depth knowledge of school administration, curriculum, instruction, assessment, current educational issues, and private school law.
- Advanced degree in the field of educational leadership or an equivalent discipline.

This position supervises (Leading, Guiding and Managing Staff): Principals

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, ability, or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- **Education & Experience:** Master's degree, California Teaching Credential (or the equivalent from another state), and at least 5-7 years successful experience in teaching and administration (Catholic School preferred).
- **Language Skills:** Strong ability to communicate, orally and in writing.
- **Leadership Skills:** Proven leadership ability with community, religious, social, and professional organizations.
- **Technical Skills:** Microsoft office 365, Google Drive, Adobe, School Systems.
- **Certificates, Licenses, Registrations:** Driver's license preferred, as this position does require travel to diocesan sites.
- **Physical Demands:** While performing the duties of this job, the employee is usually required to sit for extended periods of time and to use hands in repetitive motion tasks. The employee is occasionally required to stand, walk, and reach with hands and arms. During site visits and professional development, extensive periods of standing occur. The employee must be able to move and lift objects up to 10 lbs.

Other Requirements:

- Must be a practicing Catholic and have in-depth knowledge of Church structure, culture, and its mission.
- Ability to articulate and communicate the vision, mission, and philosophy of the Diocese of San Jose.
- Familiarity with Santa Clara County, and the roles and responsibilities of parishes and dioceses in the U.S.
- An eagerness to collaborate with colleagues.
- Ability to build professional trust, partner with stakeholders, and lead collaboration within and among diocesan offices.
- Exceptional communication skills.
- Adept at collecting, analyzing, and responding to multiple forms of data.
- Ability and willingness to operate within a complex, culturally and economically diverse environment, including a multicultural work force.

Travel: 10-20%; minimal overnight travel.

Salary: This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

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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