



Diocese of Paterson
Catholic Schools Office
faith • academics • service • community



ASSOCIATE SUPERINTENDENT OF CATHOLIC SCHOOLS

May 30, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The [Roman Catholic Diocese of Paterson](#) in New Jersey is led by [Bishop Kevin J. Sweeney](#). On April 15, 2020, Pope Francis named Father Kevin J. Sweeney, a Brooklyn diocesan priest, as eighth Bishop of Paterson. Today the Paterson Diocese counts some 430,000 Catholics in a rich tapestry of 108 parishes where Mass is offered every Sunday in fourteen different languages and five of the Church's Eastern Rites. The diocese counts some 280 diocesan priests, 95 religious priests, and 581 religious women.

Catholic schools are a vital part of the evangelization and discipleship of our diocese. A complete overview of our 18 Catholic schools and the over 5600 students can be found: [here](#). High academic outcomes, Catholic identity and every effort to provide affordable tuition is our goal in the Paterson diocese.

Position: Associate Superintendent of Catholic schools

Reports To: Superintendent of Catholic schools

Duties and Responsibilities

This position is responsible for:

Curriculum & Instruction

- Diocesan Teacher Professional Development
- Coordination of Testing Administration
- Curricular Revisions

Academic Programs

- STEM
- Early Childhood Programs
- Classics Program
- eDay/Remote Instruction

Compliance

- School Visits
- Principal Evaluations
- Catechetical Certification
- State Requirements for Teacher Certification

Personnel

- Elementary Principal Searches
- New Principal Mentors and Leadership Program
- New Teacher Orientation
- Policies Concerning Elementary School Personnel
- Cognia Reaccreditation

School Budget Planning and Review

Marketing

- Annual Report
- CSO Website

Special Projects

Essential Job Functions

- To serve as the Catholic Schools Office resource person for Federal and State funded programs and services.
- To provide oversight and administrative support for the Cognia accreditation process and to serve as the liaison between schools and Cognia.
- To provide data analysis: oversight and administrative support for all standardized testing, to prepare and provide appropriate reports, and to provide professional development using post-test results about the improvement of instruction.
- To administer the elementary school teachers' religious education certification program.
- To collaborate at the direction of the superintendent in conducting principal evaluations.
- To collaborate at the direction of the superintendent in facilitating principal searches to fill principal openings.
- To oversee the mentoring programs for new principals.
- To oversee the implementation of new academic programs for selected elementary schools.
- To provide administrative oversight for schools in the Diocese, and to make formal visits each year to all elementary schools to assess progress and to work with the principals of these schools to ensure the Catholic character, the quality of programs, the financial viability, and the long-range continuity of these schools in adherence with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.
- To ensure adherence to Federal, State, and Diocesan policies and procedures including the safety and security of staff and students.
- To serve on committees and to work on special projects as assigned by the superintendent.
- To collaborate with the staff of the Catholic Schools Office in ongoing planning and programming for Catholic school education in the Diocese of Paterson.

Education, Experience, & Skills

- A practicing Roman Catholic in good standing with the Church.
- A Master's degree, preferably in educational administration. Doctorate preferred.
- A minimum of five years of experience as a principal, preferably in Catholic Schools.
- Hold New Jersey principal certification.
- Have leadership ability as evidenced by performance in previous educational assignments.

Benefits: Commensurate with background and experience.
Comprehensive benefits package and retirement plan.
Details are available from Human Resources.

Compensation: \$95-110K (Depending on qualifications and experience)

Expected Travel: 20-30%; minimal overnight travel

Application Deadline: July 30, 2022

(Note: 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:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@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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