



Roman Catholic Diocese of  
Springfield in Massachusetts



# SUPERINTENDENT OF SCHOOLS

September 15, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The [Roman Catholic Diocese of Springfield](#) in Massachusetts serves nearly 164,799 registered Catholics and is led by [Bishop William D. Byrne](#) in Western Massachusetts. The Diocese was founded on June 14, 1870 and is comprised of 79 parishes and 7 missions. There are 136 Diocesan priests throughout the four western counties of Massachusetts (Berkshire, Franklin, Hampden, and Hampshire), and 56 Order Priests.

The Diocese education system includes 12 elementary schools and two high schools. There are also two Catholic colleges in the Diocese of Springfield. Mercy Medical Center, an affiliate of Trinity Healthcare, also operates in Springfield.

On December 14, 2020, Bishop William D. Byrne, a priest of the Archdiocese of Washington, was ordained and installed as the 10<sup>th</sup> Bishop of Springfield. He succeeded Archbishop Mitchell T. Rozanski who was named Archbishop of St. Louis. Most Reverend Bishop Emeritus Timothy A. McDonnell (8th Bishop of Springfield) continues to reside in the Diocese and takes part in the life of the Catholic community here.

## Job Summary:

In a manner consistent with Canons 804-806 the Superintendent of Catholic Schools, by delegation of the Bishop of Springfield, oversees the important mission of Catholic education within Catholic Schools of the Diocese of Springfield.<sup>1</sup>

The superintendent's oversight is carried out in collaboration with the Catholic Schools Board which, with the guidance of the Bishop, formulates policies governing Catholic Schools. Along with the Catholic Schools Board, the superintendent offers advice and counsel to Catholic Schools in matters pertaining to Catholic identity and mission, curriculum, strategic planning, accreditation, advancement, development, financial planning, and communications.

The superintendent serves on the Bishop's cabinet and reports to the Vicar General of the Diocese. The superintendent monitors the work of two parish-based pre-schools, eight parish-based elementary schools, two diocesan elementary schools, and one diocesan high school. Additionally, the superintendent offers support to Pope Francis Preparatory High School which operates under its own board of limited jurisdiction.

In academic year 2021-2022, Catholic Schools in the Diocese of Springfield enrolled 3,154 students and employed 240 professional staff.

## Qualifications:

- Be a Roman Catholic who embraces Church teaching/doctrine and is an active member of a Catholic parish
- Possess an advanced degree with an emphasis in educational administration
- Hold state licensure as a superintendent or be committed to attaining such licensure within two years of being hired
- Have experience as an educator/administrator at the elementary and/or secondary level. Although not a prerequisite, experience in a Catholic elementary and/or secondary education is preferred
- Excellent oral and written communication skills
- Demonstrated managerial effectiveness in the supervision of personnel, budget development and oversight, fundraising, recruitment/retention of students, administrators, faculty, and staff
- Be committed to the future of Catholic education and able to develop partnerships with clergy, religious, and all constituencies on the parish, diocesan, professional, and civic levels
- Be receptive to diversity and inclusion. Favorable consideration will be given to bilingual applicants able to communicate in Spanish

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<sup>1</sup> [Code of Canon Law](#)

## Responsibilities:

- The responsibilities of the successful candidate correspond to the standards set forth by the National Catholic Education Association in *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools* (2021).<sup>2</sup>

### Mission and Catholic Identity

- To encourage and support Catholic School personnel and other stakeholders in creating a school environment which evidences, by word and example, the spirit of the Gospel
- To promote efforts within our Catholic Schools to celebrate the sacramental life of the Church
- To advance and encourage the important work of evangelization in Catholic Schools
- To develop and promote programs designed to nurture the spiritual lives of students, staff, and other stakeholders

### Governance and Leadership

- To keep abreast of and assure compliance with state and federal laws pertinent to Catholic Schools
- To serve as an intermediary with governmental agencies/public school systems for Catholic Schools seeking access to services and programs available to Catholic Schools
- To represent the interests of Catholic Schools with civic agencies and boards
- To provide direct oversight and management of two diocesan elementary schools and one diocesan secondary school. In this role of oversight and management of diocesan schools, the superintendent works collaboratively with school boards and is directly involved in the hiring of administrators, faculty, and staff
- To serve as a resource to parish schools in the hiring of principals, faculty, and staff
- To oversee the hiring, supervision, and evaluation of Diocesan Schools Office staff
- To interpret, explain, and promote compliance with diocesan policies for Catholic Schools
- To respond in cases of academic/behavioral appeal

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<sup>2</sup> [Standards and Benchmarks](#)

### **Academic Excellence**

- To be cognizant of current developments in education theory and practice
- To provide ongoing professional development opportunities for administrators, faculty, and staff
- To provide guidance to Catholic Schools seeking accreditation/reaccreditation
- To work collaboratively with Catholic School administrators and pastors to establish curriculum and then evaluate success in meeting academic standards and benchmarks
- To develop and distribute where appropriate to pastors, a program of regular and systematic evaluation of Catholic school principals.

### **Operational Vitality**

- To work collaboratively with diocesan offices, Catholic Schools and their boards, parishes, and civic entities in efforts to advance Catholic education
- To develop and execute a viable marketing plan for Catholic Schools
- To prepare and oversee the budget of the Catholic Schools Office
- To oversee and control all internal and external matters not listed above, but normally inherent in the position of a superintendent of Catholic Schools

**Salary:** Commensurate with background and experience. Details will be furnished to finalist candidates.

**Application Deadline:** December 1, 2022  
*(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 and Project Recruiting  
Catholic Recruiter Associates  
[Miriam@CatholicRecruiter.com](mailto:Miriam@CatholicRecruiter.com)

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

Search managed by:



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