



Pastoral Center Job Description

POSITION NAME: Superintendent of Catholic Schools	OFFICE: N/A
REPORTS TO: Archbishop/Moderator of the Curia	DEPARTMENT: Catholic Schools
CLASSIFICATION: Exempt	CURRENT EMPLOYEE:

GENERAL STATEMENT OF DUTIES:

Responsible for the Department of Catholic Schools which supports schools by leading a variety of organizational actions including faith formation, Catholic Identity, accreditation, curriculum, assessment and fostering school enrollment growth and sustainability. Acts as a key communicator for the Archdiocese and represents the Archbishop in matters related to K-12 schools. Oversees policies and procedures to ensure the proper operation of the Archdiocesan elementary and secondary schools including processes to employ and supervise school administrators.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Promotes the ecclesial purpose of Catholic schools and their function as a ministry of the Church and its parishes.
2. Develops and implements policies and procedures to ensure the responsible and efficient daily operation of Archdiocesan Schools. Effectively communicates these policies and procedures to school level leaders.
3. Monitors financial policies designed to ensure the viability of Archdiocesan schools. Supervises financial grants to schools. Supports development efforts both locally and at the Archdiocesan levels.
4. Maintains procedures consistent with WCEA accreditation processes including serving as or designating an administrator as a WCEA Commissioner. Works closely with various pastoral center departments to enhance school efforts and support the mission and work of the other departments.
5. Serves as an ex officio member of the archdiocesan high school councils representing the Archbishop. Processes applications for new council members making a recommendation to the Archbishop to accept or reject an application.
6. Monitors school advisory councils providing training and guidance as needed.
7. Oversees implementation of Archbishop's directives affecting schools.
8. Serves as a public relations officer for Archdiocesan schools working with the communications department to represent the Archbishop and the Archdiocese to parishes, the public and the media.
9. Works collaboratively with pastors, principals and local school councils to build lines of communication, understanding, support and accountability.
10. Supports the efforts of Archdiocesan approved religious order and independent Catholic Schools by establishing collaborative relationships and open lines of communications between the Department and those schools, including information and expectations from the Archbishop.

11. Provides regular updates on significant Departmental and school level activities and actions.
12. Informs school personnel about issues of public policy to assure compliance with state regulations and implements pertinent state and federal programs.
13. Oversee the Department of Catholic Schools' budget ensuring accountability and alignment of expenditures with the mission of the Department and the Archdiocese.
14. Supervises, evaluates and provides professional development opportunities for Departmental employees.
15. Leads regular elementary principal meetings and participates in high school principal meetings.
16. Collaborates with and advises pastors as they supervise local school principals. Facilitates the evaluation of all parish elementary school principals as well as all Archdiocesan high school presidents and principals.
17. Fosters the sense of "A Community of Catholic Schools" within the Archdiocese.
18. Ensures the Department collects, maintains and communicates required records and reports.
19. Oversees departmental communications, correspondence, publications and reports.
20. Oversees school curriculum and Faith Formation, promoting inclusive education and testing programs in Archdiocesan schools.
21. Helps mediate school disputes that cannot be resolved at the local level.
22. Works closely with the Archdiocese legal council on certain policy and personnel issues.
23. Provides presentations for local parishes and organizations regarding school matters.
24. Serves as liaison between Catholic schools and other agencies in matters concerning Archdiocesan schools on a local and national level.
25. Confers with religious communities and major superiors regarding religious personnel working within the school system.
26. Interacts with higher education institutions in the Archdiocese and oversees relationship between Archdiocese and state educational agencies.
27. Facilitates the search process for new principals and presidents for parish elementary school and Archdiocesan high schools and recommends the selected candidate for a position to the Archbishop for approval
28. Signs all principal contracts.
29. Advises the Priest Personnel Board on appointments affecting the schools of the Archdiocese.
30. Maintains membership in several organizations and boards, including the National Catholic Educational Association.
31. Maintains personnel and financial records for the Department and all Catholic schools.
32. Prepares, presents and administers a departmental budget and manages over \$50,000 in capital assets.
33. Position is partially responsible for long-range operational and strategic planning.
34. Serves as an *ex officio* member of the board of the Catholic Education Endowment Fund.

JOB SCOPE:

Position encounters a wide diversity of work situations with a high degree of complexity. Superintendent is responsible for developing policies and objectives and performs with little direction. Contacts are normally made inside and outside the Pastoral Center and throughout the Archdiocese. Contacts are usually made on own initiative and frequently contain confidential/sensitive matters necessitating discretion at all times.

SPECIFIC JOB SKILLS:

Models a strong Catholic faith life and promotes Catholic identity and faith formation within the Archdiocesan schools. Thorough knowledge of the principles and practices of education and school administration, planning, organization and personnel, along with knowledge of church organizational and operations procedures and federal, state and local laws. Must be familiar with canon law, Oregon Education Code and Archdiocesan policy. Ability to communicate effectively, both verbally (including oral presentations) and in writing; establish and maintain effective working relationships with employees, schools, vendors, and the general public. Able to communicate effectively to large audiences. Strong interpersonal skills, creativity, decision-making, use of discretion, teamwork, negotiation, service orientation, public relations, fostering the Church's mission, independent judgment/action, presentations/teaching, training, mentoring, supervising, problem analysis and ability to support Parish/School relations are required. Must be able to handle multiple projects/priorities. Proficiency with basic office equipment, including experience with spreadsheet, word processing and presentation software. Performs basic and advanced math.

EDUCATION AND/OR EXPERIENCE:

Master's degree in Education/Administration or other academic area and a minimum of 5 years experience in school administrative leadership with previous experience as a diocesan administrator; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above-described essential functions. Specific experience in a complex, nonprofit, multi-unit organization with service orientation. Practicing Catholic required. Valid driver's license. Bilingual in Spanish an asset.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and handle. Individual must be able to lift and carry up to 20 pounds. The employee is required to drive a car.

WORKING ENVIRONMENT:

Position encounters a wide diversity of work situations and involves a high degree of complexity, as incumbent is responsible for advising and decision-making in many areas. Work is performed mostly in an office setting. Employee is required to attend evening meetings, travel extensively, work long hours and do extensive close work. Employee is on-call in case of emergency.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

Directly supervises 2 associates and 2 administrative assistants. Assists pastors in supervision of elementary principals. Assists boards in the supervises Archdiocesan secondary school heads.