

**ARCHDIOCESE OF SAN FRANCISCO  
DEPARTMENT OF CATHOLIC SCHOOLS**

**TITLE:** Associate Superintendent for Faith Formation & Leadership

**REPORTS TO:** Superintendent of Schools

**STATUS:** Regular Full Time, Exempt

**PRIMARY OBJECTIVE OF POSITION:**

The Associate Superintendent for Faith Formation & Leadership has primary responsibility to provide leadership and support to administrators and teachers in the area of programs and services regarding faith formation, religion curriculum, and principal recruitment and mentoring. The Associate Superintendent works collaboratively with the Administrative Staff to implement the Mission and Goals of the Department of Catholic Schools.

**MAJOR RESPONSIBILITIES:**

**1. Support the Principals in Approximately Twenty Regional Archdiocesan Elementary Schools.**

- Assist elementary principals in the implementation and subsequent assessment of a variety of Catholic Identity practices, including the Catholic Identity Factors as part of the Western Catholic Education Association (WCEA)/Western Association of Schools & Colleges (WASC) Accreditation process.
- Support elementary principals in meeting their day to day responsibilities as Catholic school administrators.
- Troubleshoot student and parent issues in conjunction with the Human Resource & Legal departments of the Archdiocese.
- Ensure compliance with federal, state, local and archdiocesan policies and procedures.
- Work with principal and other elementary school staff on enrollment management.
- Evaluate principals within the assigned regional Archdiocesan elementary schools.

**2. Work with leadership groups to give vision and direction to the Catholic mission and faith life of the schools' community.**

- Coordinate the Archdiocesan Religion Council in planning objectives which will improve religious instruction and faith formation in the elementary schools. Support Religion Council in updating the Elementary School Religion Curriculum.
- Support the elementary schools Religion Coordinators through training and regular communications.
- Maintain a strong relationship with the publishing companies of catechetical material.
- Prepare analysis of Information for Growth (IFG) and Assessment of Child/Youth Religious Education (ACRE) test data to report and publicize.

**3. Coordinate the Basic Certification and Recertification process for Teachers of Religion/Catechists.**

- Organize and plan opportunities for teachers and administrators in the elementary schools to complete their Basic Catechetical Certification and Recertification.

- Coordinate the annual August Recertification Day.
- Administer the Religion Recertification process, using the CRTIS database to manage records.
- Coordinate the Annual Retreat for principals.

**4. Coordinates and performs functions designed to identify and develop the educational and professional leadership of elementary school Principals of the Archdiocese.**

- Organize and publicize principal recruitment events.
- Interview and screen potential principals.
- Prepare applicant files and conduct background checks for potential Principals.
- Assist Pastors and Search Committees as a member for hiring new principals
- Attend interviews of the Search Committee for new principals.

**5. New Principal Orientation/ Mentoring:**

- With the Superintendent, chair a *Newly Hired Administrator Orientation Program* to acquaint new principals with policies and procedures of the Archdiocese.
- Assist in the transition of newly hired Principals.
- Develop and administer the Mentor Program for new Principals.
- Coordinate orientation to and implementation of the Employee Handbook for new Principals.
- With the Superintendent and the Associate Superintendent for Catholic Identity & Governance, identify and mentor individuals who demonstrate leadership skills within their school community through the *Future Leaders Program*.

**6. Support the efforts of the Superintendent and the Department of Catholic Schools**

- Responsible for developing Principal Meeting agendas based on the expressed needs of the principals.
- Support Pre-School Programs.
- Coordinate the Annual Choral Festival.
- Participate in the process for annual school visits.
- Review and approve school calendars annually.
- All other duties as assigned by the Superintendent of Schools.

**Qualifications:**

- A believing and practicing Catholic.
- Minimum of three to five years as a Catholic elementary or secondary administrator
- Ability to organize, plan, think creatively, develop and administer programs.
- Skills in the application of computer software and technologies to support teaching and learning.
- Excellent verbal and written communication skills.
- Excellent relationship skills.

PLEASE SUBMIT RESUME AND COVER LETTER:

Attn: Pam Lyons  
Superintendent of Catholic Schools

March 6, 2017

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.