

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

TITLE: Associate Superintendent for Secondary Schools & Student Services

REPORTS TO: Superintendent of Schools

STATUS: Regular Full Time, Exempt

PRIMARY OBJECTIVE OF POSITION:

The Associate Superintendent for Secondary Schools & Student Services has primary responsibility for providing leadership and support to administrators in the High Schools of the Archdiocese of San Francisco. In addition, 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 the Four Archdiocesan High Schools

- Work closely with the Associate Superintendent for Catholic Identity & Governance on strengthening & measuring Catholic Identity at the high school level.
- Support high school 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.
- Provide consultation to secondary school administration and faculties regarding curriculum, instructional materials, and resources.
- Organize and attend meetings with the Secondary Curriculum and Professional Development Committee.
- Attend High School President/Principal Meetings.
- Coordinate the annual High School System Review.
- Coordinate and participate with elementary and secondary articulation sessions.
- Prepare analysis of the high school ACRE test data to report and publicize.
- Attend all High School Admission Group meetings as the Archdiocesan representative.

2. Coordinate Student Services Program in Transitional Kindergarten (TK) – 12 Archdiocesan Schools

- Coordinate with the Archdiocesan Director of Emergency Preparedness for school safety and campus security for all TK – 12 schools in the archdiocese.
- Collaborate with the Office of Youth and Child Protection on employee and volunteer child abuse training and fingerprint screening, and assist schools in compliance with Archdiocesan policies on the protection of youth and children including the annual audit by the United States Conference of Catholic Bishops (USCCB).
- Liaison to elementary schools on resource and special needs programs.
- Liaison to the elementary school counselor group.

3. Coordinate International Student Program

- Assist International Student enrollment to Archdiocesan Schools with creation of I-20 documents for Homeland Security F-1 Visa & continued Study In the States
- Facilitate & Manage I-20 correspondence and information exchange with schools' International/Admission Directors, Parents-Families of I-20 students
- Monitor & Administrate SEVIS Program, Updates & Alerts

4. Every Student Succeeds Act (ESSA) Program Coordinator

- Work closely with the Local Educational Agency (LEA) from each public school district within the Archdiocese of San Francisco to ensure all TK – 12 schools are receiving their share of Title funds.
- Stay up to date on all laws pertaining to ESSA by attending conferences and workshops.
- Conduct training as needed to principals and appointees on ESSA.

5. Support the Efforts of the Superintendent and the Department of Catholic Schools

- Participate in the process for annual school visits.
- All other duties as assigned by the Superintendent of Schools.

Qualifications:

- A believing and practicing Catholic.
- Minimum three - five years as a Catholic 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
Archdiocese of San Francisco
One Peter Yorke Way
San Francisco, CA 94109-6602
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