

DIRECTOR OF ALTERNATIVE PROGRAMS FOR MULTISERVICE EDUCATIONAL CENTER

POSITION SUMMARY:

This position will be a full time temporary position (now until January of 2018 with potential renewal through August 2018) that will be key to a transformational analysis of how Catholic Schools in the Diocese of San Jose may better serve its Catholic children and families. This position will analyze how an available school may be used to best teach children who homeschool, learn differently, and/or have other non-traditional academic needs.

JOB RESPONSIBILITIES:

- Conduct a needs analysis and develop/research proposed options for a multiservice educational center to potentially serve as a:
 - Homeschooling Support Center
 - Homeschooling Independent Study Charter
 - Special Education Support Center
 - California Non-public School for Special Education
 - Support Center for English Learners/Migrant Education
 - Catechetical Support Center
 - Public-Private Partnership
- Create an economically viable business plan that incorporates one or more educational models, which includes a proposed budget for the center.
- Coordinate all processes involved with development of plans for the center.
- Establish, facilitate and conclude input from advisory groups into a draft and final report.
- Collaborate with a variety of experts, local community leadership team, and diocesan leadership personnel on an ongoing basis to ensure viability of the plan.
- Make a recommendation to the Bishop in early January 2018 on multiple uses for the school facilities that:
 1. Meets the needs of the local and diocesan Catholic communities.
 2. Provides new models and new constituencies for Catholic education in the Diocese of San Jose.
 3. Use existing capacities of the site and diocese with minimal facilities changes or expansions.
 4. Is financially sustainable through fee based, governmental, blended, blended public-private partnership, or dedicated extramural revenue.
 5. Has risks that are definable, estimable, and reasonable.

6. Requires expertise that can be built to last and does not depend on particular persons, but for which capacities can be built into the culture of the center.

EDUCATION:

Master's Degree in Educational Leadership, Organizational Management, Development, Administration, and/or comparable fields.

KNOWLEDGE AND EXPERIENCE:

- Knowledge of California curriculum standards in a variety of content areas
- Experience in a leadership role in a Catholic school environment
- Skills in grant writing and a good background in the management of federal and state funding programs for a variety of educational programs.
- Ability to facilitate and collaborate with a variety of constituents at the parish and diocesan level

LANGUAGE SKILLS:

Effective oral and written communications skills are required

- Effective interpersonal skills and the ability to work with a variety of constituents at the parish and

OTHER REQUIREMENTS:

The employee must be familiar with the Catholic Church culture and structure. Strong organizational skills, attention to detail and the ability to handle confidential information required.

HOW TO APPLY:

Please submit a resume and cover letter to Kim Shields at: kshields@dsj.org