

**Title:** Associate Superintendent; Leadership for Innovation and Growth

**Department:** Department of Catholic Schools

**Reports to:** Superintendent

### **Basic Functions**

- “ Provide direction, research, resources and support for planning and implementing learning environments conducive to forming students, teachers, and leaders in the Catholic faith, academic excellence, thoughtful stewardship of resources, and leadership.
- “ Provide data analysis; disaggregate data and share information regarding student growth and school trends; assist with goal setting and planning.
- “ Develop and coordinate community and college/university partnerships; leverage church and community agencies and outreach to support mission.
- “ Collaborate with and support the Department of Catholic Schools in all endeavors to further the mission of Catholic education in the Diocese of Oakland.

### **Duties and Responsibilities**

- “ Coordinate and direct Leadership Academy
  - First Year New Principal Mentor Program
  - Second Year New Principal Mentor Program
  - Potential Leader Program
- “ Develop and lead New Teacher Mentor Program.
- “ Provide leadership for statistical analysis of educational data and trends throughout all schools.
- “ Coordinate effective use of Diocesan assessment practices to improve instruction and student learning. Provide annual analysis of Diocesan averages and trends and disaggregate data for all schools. Provide analysis of statistics for reporting purposes, including grant writing and development (working with Fiscal Controller as well).
- “ Assist principals and advocate for attaining fair and equitable access to federal funding; intercede with public school districts to facilitate funding when needed.
- “ Coordinate and provide leadership for Transitional Kindergarten program development and oversight.
- “ Coordinate and provide leadership for Preschool program development, licensing and oversight.
- “ Serve as Western Catholic Educational Association Commissioner for Secondary Schools.
- “ Collaborate with High School Academic Counselors and Resource Specialists in areas of student support services.
- “ Coordinate and provide leadership for Extended Care programs.

- “ Oversee ACE Teachers Program, coordinating with the University of Notre Dame and local school sites.
- “ Coordinate with Health and Safety Committee.
- “ Provide daily support to all principals in all areas of school leadership.
- “ Collaborate with and support the Department of Catholic Schools in all endeavors to further the mission of Catholic education in the Diocese of Oakland.
- “ Visit schools to observe educational programs and support staff in providing effective learning experiences for all students.
- “ Participate in Diocesan School Board meetings and committees.
- “ Participate in meetings of the Department of Catholic Schools team and its colleagues to support all endeavors of the Department of Catholic Schools.
- “ Perform all other duties as assigned by Superintendent to fulfill the mission of Catholic education in the Diocese of Oakland.

### **Professional Qualifications**

The Associate Superintendent is a dedicated, practicing Catholic with a passionate commitment to the mission of Catholic education in the Diocese of Oakland:

- “ Deep understanding of Catholic schools.
- “ Mission-driven, data-informed, business-savvy mindset.
- “ Experience with use of instructional data.
- “ Hardworking and motivated; strategic and creative; pragmatic and flexible.
- “ Excellent leadership, management, strategic and organizational skills with transparent and open communication style.
- “ Detail-oriented with a willingness to initiate action and engage in implementation.
- “ Collaborates well with multiple and diverse constituents, both internally and externally; able to build strong relationships with principals, pastors, parents, alumni and members of the Chancery.
- “ Exceptional communication skills, with proven ability to write effectively, speak persuasively, demonstrate cultural sensitivity and respond sensibly.
- “ Knowledge of WCEA accreditation process.
- “ Proficient with information technology.

**Education Required:** B.A., Teaching Credential  
M.A. in Catholic School Administration or Administrative Credential  
Catechist Certification

**Experience Required:** Experienced administrator in Catholic Schools  
Leadership experience in program development and implementation

**To Apply:** Candidates should submit the following by Monday, March 12, 2018:

- É A cover letter indicating why you are particularly interested in and qualified for the position.
- É A current resume.
- É A statement of professional philosophy that addresses leadership in Catholic Education.
- É The names, addresses, and telephone numbers of three references. (We will obtain permission from candidates before contacting references)
- É These materials should be transmitted via email attachment to: [sdept@csdo.org](mailto:sdept@csdo.org)