

**Title:** Associate Superintendent; Leadership for Mission and Professional Learning

**Department:** Department of Catholic Schools

**Reports to:** Superintendent

### **Basic Functions**

- Provide leadership for integration of Catholic faith and culture throughout the curriculum.
- 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 school planning.
- Articulate and provide vision, research, resources and support on leadership for effective student assessment.
- 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 lead Catholic Identity Committee for Mission Advancement:
  - Provide vision, resources and support to administrators, teachers and staff for effective implementation of the Catholic Identity Factor and rubric.
  - Coordinate and lead Catechist Certification program; provide systemic and systematic Catechist Certification trainings during the school year for faculty and staff members.
  - Serve as Campus Ministry liaison to secondary schools.
- Serve as Western Catholic Educational Association Commissioner for Elementary Schools.
- Coordinate and lead Staff Development Committee in researching, planning and sharing effective professional development with principals, teachers, and support staff with an emphasis on STEM and early literacy.
- 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.
- Lead development of Diocesan-wide benchmark assessments of student achievement.
- Coordinate Exceptional Needs Board.
- Work with High School Academic VPs (APs) in areas of professional development and curriculum.
- Review and approve curriculum and budget proposals for elementary summer schools.
- 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, Master Catechist preferred

**Experience Required:** Experienced administrator in Catholic Schools  
Leadership experience in professional development implementation  
with emphasis on formation of Catholic identity

**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 candidate before contacting references)
- É These materials should be transmitted via email attachment to: [sdept@csdo.org](mailto:sdept@csdo.org)