

SAMPLE - *modify as needed*

This job description should be modified to meet the operational structures, titles, units, and responsibilities of the local school system. This job description could be modified to match the needs of any parochial school system

**SUPERINTENDENT OF CATHOLIC SCHOOLS
Job Description**

The Diocesan Superintendent of Catholic Schools is appointed by the Diocesan Bishop. The Superintendent shall be responsible to the Diocesan Bishop and to the Diocesan School Board for the implementation of its policies in the diocese. This includes establishing and maintaining an orderly plan for preserving and making accessible the policies and regulations adopted by the Diocesan School Board to all pastors with schools, principals, teachers, and parish school advisory commissions.

The Superintendent shall be responsible for reporting to the Diocesan Bishop and to the Diocesan School Board on the operation and status of the Catholic school system. The Catholic School District shall be under the direction of the Superintendent who shall have responsibility for the administration and supervision of education in the schools of the diocese.

The major duties and responsibilities of the Superintendent of Catholic Schools are as follows:

1. Collaboratively build a vision for Catholic education in Catholic schools in the Diocese.
2. Assist pastors in their efforts to support Catholic schools by finding and providing needed resources.
3. Implement Diocesan policy, and interpret policy and regulations for schools.
4. Work closely with the Diocesan Bishop, Chancellor, Priests Council, Diocesan Pastoral Council, Office of Lay Personnel, and other diocesan agencies in representing Catholic school concerns of the Diocese.
5. Work with school administrators to enhance the Catholic nature of educational programs, including spiritual development, in Catholic schools in the Diocese.
6. Oversee the Office of Catholic Educational Personnel and Conflict Resolution Procedures for educational personnel.
7. Have an overall responsibility for Financial Aid Scholarship funds and subsidy for Catholic schools.
8. Take a leadership role in the solicitation of funds for Catholic schools.
9. Approve all principal applicants for elementary schools and be responsible for final selection of secondary school principals.

10. Provide professional leadership by collaboratively developing goals and objectives for the Catholic School District and overseeing their implementation and evaluation through regular staff meetings.
11. Directly supervise the work of the District's staff.
12. Prepare the District's budget and be held responsible for the financial operation of the District.
13. Oversee the development of effective communication within the office and with the schools and various public groups.
14. Be responsible for all District reports.
15. Serve as the Executive Secretary for the Diocesan School Board, recommend policies, implement Board policies, and report on the state of education in Catholic schools in the Diocese as well as national trends in Catholic education.
16. Work collaboratively with the Principals' Collaborative Team and Curriculum Collaborative Team, plan staff development, workshops and retreat experiences for principals and teachers.
17. Work with administrators to form an active faith community of students, faculty and supporting organizations.
18. Provide training for building principals and other administrators as deemed appropriate.
19. Organize periodic pastor meetings.
20. Act as a resource for planning new elementary and secondary schools.
21. Assume the responsibility for the complete oversight of elementary schools determined by the Bishop.
22. Oversee efforts to restore stability to schools in financial trouble.
23. Interpret New York state and federal laws which apply to Catholic schools and the Catholic School District.
24. Provide liaison and advocacy activities with major agencies affecting Catholic school education within the Diocese including the public school districts.
25. Serve as spokesperson to the media representing the Catholic Schools in the Diocese and the Catholic School District.

26. Work with the Catholic School Administrators Association of New York State to represent the District.

27. Perform other duties as needed to ensure the smooth operation of the Catholic School Department.