

Archdiocese of Seattle
Chancery
Position Description (September, 2011)

POSITION TITLE: Superintendent of Catholic Schools

DEPARTMENT: Catholic Schools Department

NAME:

REPORTS TO: Archbishop

SUPERVISES: Assistant Superintendent for Accreditation and Instructional Services
Assistant Superintendent for Personnel
Assistant Superintendent for Curriculum, Data, and Technology

STATUS: EXEMPT: ☒ NON-EXEMPT: ☐

APPOINTED: ☒ NON-APPOINTED: ☐

GRADE: P

GENERAL INTRODUCTION:

The Archbishop is the visible principle and foundation of unity in the particular Church entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Archbishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them. (Directory on the Pastoral Ministry of Bishops, 198)

Each position employed in the Chancery helps to extend the ministry of the Archbishop in particular ways as outlined in the position description.

GENERAL SUMMARY OF ESSENTIAL PURPOSE:

The Superintendent of Catholic Schools establishes a dynamic strategic planning process and ongoing systems of implementation and evaluation to ensure the realization of a vision for Catholic Schools that flows from the mission of the Archdiocese and the Universal Church. The Superintendent collaborates with pastors and principals to ensure the realization of this vision. Leads and manages the Office of Catholic Schools and, in collaboration with other Chancery leadership, advises the Archbishop about issues and concerns relating to the wider Chancery and the Archdiocese as a whole. Promotes the four pillars of Catholic Schools, Catholic identity, excellence, accessibility, and stewardship in all aspects of the Superintendent's responsibilities.

NOTE: This is an appointed position by the Archbishop of Seattle and subject to Archdiocesan Policy pertaining to appointed positions. The Archbishop reserves the right to make modifications to the position description at his discretion and in accord with the provisions of canon law.

ESSENTIAL POSITION DUTIES:

1. Extends the Archbishop's teaching office by assuring the ongoing promotion of the vision, values, and spirit of Catholic Schools flowing from the mission of the local and Universal Church, in collaboration with other Chancery departments and Archdiocesan parishes, schools and agencies.

2. Assures, through a visible public presence and strong leadership of a strategic planning process the effective operation and viability of Archdiocesan Catholic schools.
3. Works in close collaboration with the Office of Catholic Faith Formation in programs and events for best practices in support of the Religion Curriculum in Catholic schools. Evangelizes, in collaboration with the Director of Communications, by raising public awareness of the role and accomplishments of Catholic Schools as an important contributor to society. Collaborates closely with other Archdiocesan offices and departments which respond to and assist the Catholic Schools with its specific goals and objectives.
4. Assures the identification and ongoing development of strong Catholic school leadership which includes ongoing training, formation and evaluation of current principals and the identification and preparation of strong principal candidates for Catholic school administration.
5. Collaborates directly with the Fulcrum Foundation in its mission to promote and support Catholic schools in the raising of funds, building endowments, supporting programmatic initiatives and leadership training. Serves as a member of the Fulcrum Foundation Board and the Executive Committee.
6. Convenes and staffs the Archdiocesan School Board, a consultative body.
7. Assures the Catholic School mission is appropriately represented to the Washington State Department of Education, the Washington Federation of Independent Schools, The Washington State Catholic Conference and the United States Catholic Conference.
8. Assures effective stewardship of the Catholic Schools Department through supervision of the staff, administration of the department's budget, and oversight of the department in accordance with the Archdiocesan policy.

ESSENTIAL QUALIFICATIONS:

1. Primary:
 - a. Willingness and ability to support the mission of the Church by extending the ministry of the Archbishop.
 - b. Active member of a parish/faith community in good standing with the Church.
 - c. Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained Ministers.
2. Education:
 - a. Graduate degree (or equivalent) in Education, Administration or related field.
 - b. Demonstrated ongoing continuing education coursework, classes or credits.
 - c. Possession of or ability to obtain Washington State Superintendent's credentials.
3. Experience:
 - a. Demonstrated successful school administrative experience in Catholic Schools, preferably at two levels (elementary, secondary, and/or university level).
 - b. Demonstrated successful leadership and management experience including budgeting and staff supervision.
 - c. Competency in development and fundraising.
 - d. Demonstrated success working in a multicultural environment and promoting accessibility
4. Other Elements:

- a. Ability to identify, articulate, affirm and transmit Catholic traditions and faith.
- b. Demonstrated commitment to excellence in Catholic School education.
- c. Excellent oral, written, and interpersonal communication skills.

This position description describes the essential duties and qualifications of the position. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the position nor does it describe everything. This document is open to modifications under the direction of the Archbishop, consistent with providing reasonable accommodation. This is not a contract. Your signature indicates you have had the opportunity to review and discuss your position description with the Archbishop and that you understand the essential duties and essential qualifications of the job.

The Superintendent of Schools agrees to refrain from disclosing confidential or proprietary information acquired in the course of employment, unless authorized in advance, within the normal execution of job responsibilities, or as otherwise provided by law. This applies to the duration of employment and after employment.

Superintendent: _____ Date: _____

Archbishop: _____ Date: _____

WORKING CONDITIONS, PHYSICAL REQUIREMENTS & ENVIRONMENT

IN A USUAL WORKDAY, THIS JOB REQUIRES:

N = NEVER	(0 hours per day)
R = RARELY	(Less than ½ hours per day)
O = OCCASIONALLY	(1/2 – 2.5 hours per day)
F = FREQUENTLY	(2.5 – 5.5 hours per day)
C = CONTINUALLY	(5.5 – 8 hours per day)

	N	R	O	F	C
I. LIFTING/CARRYING (Amount of force exerted to lift and/or carry)					
1 – 10 lbs.			X		
11- 20 lbs.		X			
21- 35 lbs.	X				
36 –50 lbs.	X				
51 –75 lbs.	X				
76–100 lbs.	X				
II. PUSHING/PULLING (Amount of force exerted to push and/or pull)					
1 –10 lbs.		X			
11-20 lbs.		X			
21-35 lbs.	X				
36-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
III. POSTURES/MOVEMENTS					
Sitting				X	
Standing				X	
Walking				X	
Stooping, kneeling, crouching and/or crawling		X			
Reaching and/or grasping				X	
Hand/finger dexterity				X	
Climbing and/or balancing		X			
Carrying, pushing and/or pulling		X			
IV. COGNITIVE/SENSITIVE					
Talking					X
Hearing					X
Sight (Addendum: Acuity, color blindness)					X
V. OCCUPATIONAL ASPECTS					
A. Work Environment					
Working Inside			X		
Working Outside			X		
Changing Temperatures	X				
Wet/Humid Conditions	X				
Areas of dust, odors, mist, gases, or other airborne matter		X			
Mechanical, electrical and/or other hazards	X				
Confined Spaces	X				
B. Other Aspects					
Infectious Agents	X				
Chemicals	X				
C. Special Equipment/Clothing					

The above describes the general content of, and requirements for, the performance of this position. It is not an exhaustive statement of duties, responsibilities, or requirements, and does not limit the assignment of additional duties at the discretion of the supervisor under the direction of the Archbishop.