

## **JOB DESCRIPTION**

**JOB TITLE:** School Superintendent

**JOB CODE:** SSPR-E

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**Exempt:** Yes

**Supervisor:** Bishop Douglas J. Lucia

**Employee Name:**

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### **SUMMARY:**

The Superintendent of Schools is the chief administrator of Catholic Schools in the Diocese of Syracuse. The Superintendent, working collaboratively with the Bishop's Office, the Diocesan School Board, pastors, and principals, provides leadership that will promote excellence in Catholic education by addressing the spiritual, intellectual, social and physical needs of students. The Superintendent is expected to provide leadership and innovation with respect to a strategic plan for Diocesan schools, to achieve growth and financial stability. A key mission is to establish and maintain an educational alternative for families in the diocese that is truly imbued with Catholic teaching and values.

The Superintendent also works with members of the Catholic Schools Office and with members of the Bishop's Administrative team including the Diocesan Chief Financial Officer in the areas of financial sustainability, facilities, human resources and business plans for each high school.

The Superintendent provides leadership, direction, vision and motivation to the schools and responsible to the Bishop in all matters pertaining to Catholic schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following. Other duties may be assigned.

### **Leadership:**

- Provides leadership and direction to the schools including future needs and challenges in the areas of Catholic identity, curriculum, instruction, assessment, and school advancement.
- Promotes a strong, vibrant, and visible Catholic identity within the schools' academic programs and throughout the schools' culture and environment.
- Works collaboratively with the four school boards of the diocesan high schools, serving as a liaison between the Board and the Bishop's Office, ensuring roles, responsibilities, policies and procedure are adhered to and assists the Board Chairs in maintaining effective school boards active engagement of competent persons from the local area.
- Provides professional development opportunities for Catholic school personnel.
- Develops and implements policies that promote and support quality Catholic school programs.
- Assists schools, in collaboration with the Bishop's Administrative team members and other related diocesan leaders with strategic planning.
- Promotes and provides leadership to schools in School Advancement including enrollment management, marketing, public relations, alumni relationships, and strategic development planning including annual fund scholarships, capital campaigns, and endowment.

- Enlists, with members of the Bishop's Administrative Team, the support and assistance of pertinent diocesan personnel for the development and implementation of an overall strategic plan for the diocesan school system.
- Oversees school accreditation implementation while maintaining regular meeting and guidance initiatives.
- Strengthening donor relationships to inspire and facilitate support of Light A Child's Future Endowment, Diocesan-wide endowment for Catholic Schools.

**Administration:**

- Oversees the implementation of the Catholic philosophy and mission in the schools.
- Provides direction to school administrators that ensure the schools' outstanding academic programs and vibrant Catholic identity.
- Participates in the hiring and annual performance review of diocesan Catholic High School principals; works collaboratively with the pastors for the regional and parish schools for the same and assures school principals are fulfilling their administrative responsibilities.
- Assists in crisis and conflict situations at the local level and where necessary mediates conflicts and disagreements in matters of personnel or student discipline.
- In conjunction with the New York State Catholic Conference advocates legislation seeking educational benefits for Catholic school parents and students.
- Promotes the Public Policy agenda of the New York State Catholic Conference.
- Recruits and supervises personnel and day-to-day operation of the Catholic School Office and responsible for annual performance reviews and merit increases.
- Ensures that NYS laws and regulations applying to non-public schools are enforced.
- Designs and implements the Catholic School Policy Handbook with the diocesan Director of Human Resources.
- Works with the Diocesan Chief Financial Officer in the development and monitoring of school budgets and financial reports, establishment of salary and tuition levels, adherence to human resource requirements and the development and implementation of facilities operational efficiencies and school boards at each high school.
- Works with Diocesan offices to promote and support the mission of Catholic schools in the diocese.
- Visits schools regularly to meet with the principals regarding the school program, Catholic identity and facilities management.
- Evaluates the overall academic program of the school including availability and instructional use of technology.
- Works closely with LeMoyne College in the development and sustainability of a partnership which supports the Catholic schools of the diocese.

**Communication:**

- Keeps the Bishop informed about all pertinent issues regarding the schools.
- Communicates the philosophy and mission of Catholic schools in the diocese to major stakeholders, e.g. alumni, members of the business community, pastors, community groups, etc.
- Initiates and maintains dialogue with private industry to help support the mission of Catholic schools within the diocese.
- Engages in regular dialogue with pastors responsible for schools with special attention to parish subsidy and the financial management of the schools.
- Acts as spokesperson for the Catholic School Office with the Diocesan Office of Communication.
- Publishes and disseminates information and statistical data annually regarding the schools of the diocese e.g., cost per student, tuition per student, student teacher ratio, teacher degree/certification status, academic performance, enrollment/demographics.
- Disseminates pertinent information to the schools, and related school community.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:**

- Certificate of Advanced Study (CAS) or second Master’s Degree in School Administration or Educational Leadership, and
- Master’s Degree in Education
- New York State Permanent or Professional Certification in
- School District Leader (SDL)
- School Building Leader (SBL)
- Teaching - General and/or Special Education
- Experience as a building principal is required
- Experience in a Catholic school preferred

**OTHER SKILLS AND ABILITIES:**

- Strong communication skills
- Previous supervisory and leadership experience required
- Practicing Roman Catholic in good standing with the Church

**Approved:** \_\_\_\_\_

Employee	Date
Supervisor	Date