

JOB DESCRIPTION

JOB TITLE: Associate Superintendent of Leadership & Mission

Exempt:

Supervisor: Superintendent of Catholic Schools

Employee Name:

SUMMARY: The position serves as a contributing member of the Catholic School Office leadership team. Works collaboratively with other members of the CSO staff to promote excellence in all aspects of school operations; serves as Internal Coordinator for accreditation-related programs and supports the implementation of component school and system-wide action plans; serves as liaison between the Diocesan Safe Environment Committee, the CSO and other diocesan offices.

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

Leadership

- Assist CSO staff with: orientation, onboarding, mentoring, support, supervision, and evaluation of school principals and teachers.
- Work with principals to identify responsibilities and guide self-assessment of effectiveness in all areas of leadership.
- Assist with design and implementation of professional development programming for principals and teachers (includes regular administrators' meetings, new principals' meetings, all-diocesan PD days, and more).
- Assist teachers and administrators to identify PD needs and resources.
- Law: Research and respond to inquiries from school administrators concerning student, parent, faculty, and staff building-based issues including those related to Catholic school law.
- Law: Work with Superintendent and attorney to provide Catholic School law education to administrators and teachers.
- Oversee and monitor school handbooks (student/parent, teacher/staff) ensuring alignment of policies and procedures with mission and strategic goals, including legal requirements in conjunction with the human resources department..

Mission

- Promote the Catholic Identity of our schools via the provision of spiritual development and religious formation programs for administrators and teachers.
- Work with other Diocesan-level offices to share resources to promote and support mission attainment in Catholic schools. This includes coordinating the Catechetical Institute implementation, multi-level vocations promotion, and more.
- Serve as System's Internal Coordinator for Accreditation with Middle States.
- Plan and facilitate System Implementation Team (SIT) Meetings, adhering to responsibilities required by system accreditation.

- Provide direction and support for implementation of school and system-level action plans designed to promote goal achievement.
- Assist component schools to promote understanding and adherence to requirements for accreditation maintenance (as pertains to system and individual objectives, goals, action plans, data collection and monitoring).
- Compile system and component school documents to generate system level reports to the Middle States Association
- Contribute to the establishment of a culture of continuous improvement and planning ethic in the system of schools.
- Collaborate with school leadership and faculties to monitor, revise, and utilize curriculum, instruction, and assessments in efforts to maximize school effectiveness.
- Assist with test administration, scoring, and data analysis of normed and internal assessments (Grades 3-8 NYS Standardized, i-Ready Diagnostic and others) at a system and individual school level.
- Work with teachers and administrators to identify, develop, and implement formative and summative assessments that promote improved student performance.
- Serve on Diocesan Safe Environment (SE) Committee; act as liaison between SE Office and CSO/schools.
- Represent the CSO via provision of assistance with SE investigations in schools.
- Monitor and guide the design and delivery of SE student training at schools.
- Provide support to the SE Office related to establishment and maintenance of school employee and school volunteer Safe Environment training/certification.
- Counselors: Responsible for supervision and advisement for the ADAPEP Program in the system of Catholic schools (reporting to BOCES, OASAS, and Diocesan payroll); support counselors and supervising principals; hire of ADAPEP Counselors, coordinate regular meetings of all school counselors.

Perform other duties and assume responsibilities as may be assigned by the Superintendent of Schools.

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

In addition; be a practicing Catholic; knowledgeable about Catholic school culture and Catholic Identity. Be of good moral character and integrity.

Leadership ability in school administration; Strong interpersonal and communication skills; Well-developed organizational and collaborative skills. Demonstrates well developed emotional intelligence.

Be able to generate and maintain accurate and effective documentation; be able to use electronic equipment in communications, word processing, and visual presentations.

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: Preferred Master's Degree; CAS – administration; Catholic School and/or District level administrative experience.

Approved: _____
Employee Date

Supervisor Date