

Archdiocese of Kansas City in Kansas Position Description

POSITION NAME: Superintendent of Catholic Schools	OFFICE: Catholic Schools
REPORTS TO: Vicar General – Moderator of the Curia	DEPARTMENT: Family and Child Formation Division
CLASSIFICATION: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Full Time	CURRENT EMPLOYEE:

JOB SUMMARY:

The Superintendent of Catholic School serves as the Archbishop’s delegate for Catholic education and guards the Catholicity and academic excellence of Catholic schools operating within the Archdiocese of Kansas City in Kansas. The Superintendent must serve as a Spiritual Leader for the Archdiocesan School Community and is responsible for overseeing the on-going faith formation of presidents, principals, administrators, faculty and school staffs. The incumbent in this role oversees the Archdiocese’s Schools Office which provided programmatic support and strategic guidance for 42 schools and approximately 1200 staff members across 12,500 sq. miles in more than 30 public school districts. The Superintendent is responsible for developing and maintaining, in collaboration with Archdiocesan leaders, pastors, school leaders and others: a safe environment in schools, a coherent vision for Catholic schools in the Archdiocese and for offering curriculum, policies and procedures that help schools realize the vision. The Superintendent sits as a Division Secretary on the Archbishop’s Administrative Team, serves on various boards and advises the Archbishop in matters related to schools and Catholic education.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Through effective leadership and collaboration with parishes and schools, and in accord with the pastoral vision of the Archbishop, the Superintendent ensures that Catholic schools in the Archdiocese pursue and maintain excellence in their defining aspects. Those aspects include:
 - fidelity to Catholicity, the Catholic intellectual tradition (integrating faith and reason) and the formation of the whole person, thereby contributing to the Church’s salvific mission by forming missionary disciples of Jesus Christ
 - assurance of academic excellence by embracing both traditional and contemporary methodologies, emerging technologies and a pedagogic philosophy that respects human dignity, critically examines cultural contributions in light of the Gospel and maximally develops each student’s God-given talents
 - commitment to faith-filled, joyful, generous and respectful school communities that inspire students to offer virtuous lives of service
2. Provides building level consultation to principals and pastors regarding matters of school operations, including issues related to personnel, students, safety and risks, strategic planning, development and prudent management of schools.
3. Serves as a liaison between the Archdiocesan attorney and schools; ensures policy handbook is current and in compliance with legal requirements.

4. Provides Archdiocesan-wide professional development for all school leaders (pastors, boards, principals, teachers) regarding vision, purpose, and best practices in Catholic schools.
5. Maintains positive relationships with external entities (Kansas State Department of Education, public school districts, National Catholic Education Association, AdvancEd, colleges and universities, and other boards, etc.).
6. Supervises the staff in the Archdiocesan Schools Office and, as Division Secretary, provides administrative oversight of the Family and Child Formation Division.
7. Assists the Archbishop as requested by responding to school-related inquiries, preparing correspondence, etc.

JOB SCOPE:

The Superintendent encounters a diversity of work situations that involve varying levels of complexity. The Superintendent maintains open lines of communication with the Archbishop and the Vicar General-Moderator of the Curia, but is granted broad decision-making authority in matters related to Catholic Schools operations in the Archdiocese. The Superintendent is responsible for developing policies and procedures in a variety of areas related to Catholic school operations. The Superintendent interacts with other Chancery Offices, the Pastoral Center, pastors, principals, board members, legal counsel, and other professionals involved with Catholic and public education at the local, regional, and national levels. The position demands a high level of professionalism and leadership skills, as well as confidentiality in certain matters.

SPECIFIC JOB SKILLS:

Grounding in Catholic doctrine and practice, as well as the Catholic intellectual tradition

Strong written and oral communication skills

Strong interpersonal skills

Strong knowledge of a variety of education related topics

Strong knowledge of the organization and governance of the Catholic Church

Technology skills (word processing, electronic communication)

Strong time management/organization skills

Strong Presentation skills

Ability to analyze situations/data to determine appropriate action/solutions

Ability to set a vision and lead others to implementation of the vision

EDUCATION AND/OR EXPERIENCE:

Minimum of a Master's degree in school leadership; doctorate in education strongly preferred

Minimum of 10 years of experience in education/educational leadership

PHYSICAL DEMANDS:

Must be able to operate a motor vehicle to travel throughout the Archdiocese. While performing the duties of this job, the employee is required to stand, walk, talk, hear, sit, bend, grasp, and perform some repetitive motions of the hands/wrists. This job also requires the employee to view a computer monitor, sometimes for prolonged periods of time. Occasional lifting of 20 pounds or less. Must be able to work long hours, often spanning early morning to late night and weekends.

WORKING ENVIRONMENT:

Travels to various schools within the Archdiocese is common. The incumbent must be able to maneuver throughout various office settings, including multiple story buildings without elevators. Work is generally performed during normal business hours although extended evening or weekend hours for meetings, presentations or events at schools are sometimes required.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FIDELITY TO CHURCH TEACHINGS:

Since this position is a visible representative of the Archdiocesan Church, it is necessary that the incumbent be a practicing Catholic, registered in a Catholic parish or Catholic faith community, and embrace in word and in deed the Church’s teachings on faith and morals as articulated by the Church’s magisterium.

SUPERVISES:

Associate Superintendent, Associate Superintendent for Student Services, two administrative office staff, and the individuals coordinating the School Advancement Program. Additionally, provides administrative oversight of the offices in the Family and Child Formation Division of the Archdiocesan Curia.

Employee Signature	Date	Supervisor Signature	Date
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