

JOB DESCRIPTION

DEPT:	Catholic School Department
POSITION:	Associate Superintendent for Catholic Schools
CATEGORY:	Exempt
SCHEDULE:	Full Time

Supervisor: Superintendent of Schools

Job Summary: To facilitate the growth of Catholic school faith communities by organizing, directing and coordinating personnel and other administrative services that support the mission of the Catholic School Department at the local elementary and secondary schools of the diocese, and to carry out other assigned general duties as needed to implement the Catholic philosophy, goals, and objectives of the Catholic School Department in the service of Catholic education in the Diocese of Sacramento.

Duties and Responsibilities:

- Serves as a resource person for pastors, principals, and teachers with regard to all personnel issues.
- Recruits elementary and secondary teachers for Catholic schools in the Diocese of Sacramento.
- Oversees processes for teacher and administrator applications including administering the Principal Perceiver to all principal applicants.
- Makes teacher referrals for employment to principals upon request.
- Coordinates the process for hiring of principals to include recruitment, screening, setting up of and in-servicing local search teams.
- Oversees the maintenance of individual files for personnel.
- Coordinates the Principal Professional Growth process.
- Responsible for fingerprinting process for all school employees.
- Responsible for termination and separation reports.
- Responsible for teacher and principal contracts.
- Oversees lay employee personnel policies.
- Works with the Superintendent, the Diocesan Lay Personnel Director and the Lay Personnel Consultative Committee to update policies.
- Assists the Superintendent by coordinating problem solving on personnel issues.
- Works with local Catholic school boards and provides annual workshops for new school board members.
- Exercises responsibility for the Parochial Athletic League by hiring directors and attending PAL Commission meetings.
- Assists Extension Directors as a contact person and by hosting meetings.

Other Responsibilities: As Needed

- Contributes to the Catholic School Department Newsletter.
- Participates on the Diocesan School Board, the Diocesan Catholic Parent Council, and the Principals' Advisory Council.
- Assists with conflict resolution procedures when needed.

- Assists with New Principal meetings, New Teacher Orientation, and Administrators' Retreat.
- Establishes a schedule for school visitation.
- Serves on diocesan school committees as needed.
- All other duties as assigned by the Superintendent of Schools.

MINIMUM QUALIFICATIONS:

Education: Master's Degree in Education or Educational Administration.

Experience: At least five years experience as a Catholic school principal.

Skills/Knowledge: Ability to organize, plan, think creatively and administer programs. Expertise in supervision and personnel administration. Expertise in group dynamics and human relations.

Working Conditions: Ordinary office hours are 8:30 a.m. to 4:30 p.m. Some evening work (Boards and committee meetings) is required. An occasional weekend event will be held throughout the year. A valid driver's license and access to a vehicle in generally good working condition is required. Appointment is ongoing with annual review.