

## **DIOCESE OF JOLIET**

### **JOB DESCRIPTION**

<b><u>TITLE</u></b>	Superintendent of Catholic Schools
<b><u>AGENCY</u></b>	Catholic Schools Office
<b><u>SUPERVISOR</u></b>	Bishop of Joliet
<b><u>BACKGROUND</u></b>	The Diocese of Joliet encompasses seven counties of northern Illinois and has a Catholic population of more than 658,000. There are 132 parishes and missions; 6 independent pre-schools; 54 elementary schools; 7 high schools; 287 priests; and 624 religious sisters and brothers. Several counties in the diocese are among the fastest growing in the country, and the diocese has a significant multi-ethnic makeup.

### **JOB SUMMARY**

The Superintendent of Schools oversees all aspects of school operations for the Joliet Diocesan schools, including but not limited to managing the Catholic Schools Office and assuring that the schools are Catholic and academically excellent. Moreover, the Superintendent is responsible to lead both school personnel and lay school leaders in stabilizing and growing enrollment in the schools, in fostering non-tuition based financial support for the schools and needy families, and in ensuring that the schools are managed in a fiscally sound manner.

### **DUTIES AND RESPONSIBILITIES**

- In accordance with the vision of the Bishop of the Diocese of Joliet, provides leadership and is responsible for the administration and supervision of the Catholic Schools of the Diocese of Joliet.
- Implements the Diocese of Joliet strategic plan, “*Lighting the Path to Our Future*”, including developing timelines, goals and related metrics, staff requirements, etc.
- Partners with the Pastors to conduct monitoring of the Catholic Schools in areas relating to Catholic identity, academic excellence, and managerial and fiscal best practices. Provides educational and managerial leadership to the Pastors, Principals and lay school leaders regarding Catholic School operations and strategic planning.
- Provides spiritual, educational, and managerial leadership and oversight to school administrators and Principals by serving as a professional resource, consultant and supervisor.

- Collaborates and works with the Joliet Diocesan Board of Education, utilizing the Board in an advisory capacity to assist in achieving established goals for the school system. The Board's work includes but is not limited to developing policies for the system, monitoring external conditions impacting the system, leading in-service sessions for school leadership, etc. Keeps the Board informed regarding schools-related matters, objectives, achievements, needs and future plans.
- Directs the accreditation process for the schools, both for the Diocese as well as State of Illinois. Supervises the development and maintenance of Diocesan curriculum standards and school health and safety programs, as well as the implementation of these standards and programs at the individual school level.
- Assists in the reviews, approval and ongoing monitoring of school financial plans and budgets. Leads the review, approval and ongoing monitoring of local school plans including local implementation of "*Lighting the Path to Our Future*" and local board governance effectiveness.
- Assists in solving problems that arise in the school system either directly, or by providing support at the local school and/or Parish level.
- Provides leadership and managerial oversight to the staff of the Catholic Schools Office, ensuring that this organization is properly structured so that strategic plans are implemented, day-to-day issues are addressed in a timely and professional manner, and so that appropriate staff are aware of and able to help resolve system-wide or local school-related issues as they arise.
- Collaborates with the diocesan Human Resource department in the administration of personnel policies and procedures in the schools and in the Catholic Schools Office.
- Collaborates with the Finance Office in ensuring that all Diocesan policies are complied with at both the individual school level and within the Catholic Schools Office, including all required financial and budgeting-related internal controls.
- Collaborates with diocesan staff and other departments of the Diocese.
- Assures that the Catholic Schools comply with applicable laws and standards, and seeks legal counsel as necessary.
- Serves as spokesperson for and on behalf of Catholic Schools, at all times representing the Bishop of the Diocese of Joliet.
- Plans and executes Principals' meetings and in-service professional development sessions for Pastors, Principals, teachers and other key constituents.
- Assists in the search process for school Principals by establishing leadership standards for school Principals. Special emphasis is to be placed on creating and maintaining a pool of future Catholic school administrators, and on providing professional growth opportunities for future Catholic school leaders.
- Handles other duties as necessary.

## **QUALIFICATIONS**

Must have an advanced degree in Educational Administration (Ph.D. or EDS. preferred), and several years of experience in administration and management in a Catholic school system. Must have previous experience in the role of Principal or President of a Catholic school of significant scope and complexity. Previous experience as a Superintendent or Assistant Superintendent is preferred. Must be a practicing Catholic in good standing with the Church (along with a deep love of Christ, His Church and its schools), and have a strong commitment to the philosophy and teaching mission of the Catholic Church. Successful candidates must also have demonstrated leadership success, excellent written and verbal communication and human relations skills, and a sound knowledge of budgetary and other managerial procedures.

## **WORKING CONDITIONS**

This is a full-time position. This position requires evening and weekend hours as necessary, along with the ability to travel frequently within the diocese, and periodically within the state and nation as required.

Interested applicants meeting the necessary qualifications should email cover letter, resume and salary requirement to:

[nsiemers@dioceseofjoliet.org](mailto:nsiemers@dioceseofjoliet.org)

Office of Human Resources

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