



## **ASSOCIATE SUPERINTENDENT**

**Job Title:** Associate Superintendent

**Opening Date:** April 4, 2017

**Location Name:** Pastoral Center

**City:** Portland

**State:** OR

**Zip:** 97214

**Job Number:**

**Job Category:**

**Position PTE:** Full time

**Term of Service:**

### **Position Summary:**

The Archdiocese of Portland in Oregon is seeking applicants for the position of Associate Superintendent of Catholic Schools starting July 1, 2017. In a significant leadership role, this position encounters a wide diversity of work situations with a high degree of complexity. Promotion of Catholic Faith Formation is a primary goal of this position as well as assisting principals with ESSA. Collaboration both inside and outside the Pastoral Center and with other departments and locations throughout the Archdiocese is expected. Issues and communications may involve confidential/sensitive matters necessitating discretion at all times. To apply, please click on this link: <https://schools.archdpdx.org/associate-superintendent-vacancy>.

### **General Statement of Duties:**

Works with and serves schools in the Archdiocese in a variety of areas including, but not limited to, faith formation, the Every Students Succeeds Act, special needs students, religious education and marketing. This position works directly with Principals and Pastors to assist them in carrying out their responsibilities as the administrators of a Catholic school.



**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. Serves as the facilitator of the search committee to fill a principal opening as designated by the Superintendent.
2. Oversees the new principals mentor program and the mentor school program.
3. Serves as the facilitator of the principal evaluation process as designated by the Superintendent.
4. Assists in the development of in-service programs for principals and other staff.
5. Develops and/or implements the Faith Formation Program, including the catechetical certification program, ACRE and IFG, and the principals' retreat, as well as coordinating the Faith Formation Committee.
6. Reviews and approves all extended elementary and secondary school-related travel (such as field trips) in concert with the Superintendent.
7. Oversees the programs for special needs students.
8. Oversees the religious education programs in the schools.
9. Assists with the coordination of teacher recruitment & principal recruitment.
10. Assists with the leadership program for first and second year principals.
11. Coordinates for the Department of Catholic Schools and assists principals with the Federal Every Student Succeeds Program.
12. Serves as the liaison for the Department of Catholic Schools with elementary schools in Regions 3 and 5.
13. Coordinates Marketing for the Department of Catholic Schools



**Specific Job Skills:**

Thorough knowledge of the principles and practices of education and school administration, planning, organization and personnel, along with knowledge of church organizational and operational procedures and federal, state and local laws, as well as canon law. Ability to communicate effectively, both verbally (including oral presentations) and in writing; establish and maintain effective working relationships with employees, schools, and the general public. Strong interpersonal skills, creativity, decision-making, use of discretion, teamwork, negotiation, service orientation, public relations, fostering the Church's mission, independent judgment/action, presentations/teaching, supervising and problem analysis. Must be able to handle multiple projects/priorities and function with little direct supervision. Proficiency with computer software and all basic office equipment, including experience with spreadsheet, word processing and presentation software. Performs basic math.

**Education and/or Experience:**

Master's degree in School Administration and a minimum of 5 years' experience in a school, district or Archdiocesan leadership position; or any 8 year equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above-described essential functions. Specific experience in a complex, nonprofit, multi-unit organization with service orientation. Practicing Catholic required. Valid driver's license required. Has or can obtain an Oregon Administrative license within a reasonable time frame.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Employee must be able to lift approximately 20 pounds in the course of his/her work.



**Working Environment:**

Work is performed mostly in an office setting. Employee is required to travel frequently within the Archdiocese, attend evening meetings, and do extensive close and computer work. Employee is on-call in case of emergency. 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.

**Supervises:**

Indirect supervision of elementary school principals.