



Pastoral Center Job Description

POSITION NAME: Superintendent of Catholic Schools	OFFICE: N/A
REPORTS TO: Archbishop/Moderator of the Curia	DEPARTMENT: Catholic Schools
CLASSIFICATION: Exempt	CURRENT EMPLOYEE:

GENERAL STATEMENT OF DUTIES:

Responsible for the Department of Catholic Schools which supports schools by leading a variety of organizational actions including faith formation, Catholic Identity, accreditation, curriculum, assessment and fostering school enrollment growth and sustainability. Acts as a key communicator for the Archdiocese and represents the Archbishop in matters related to K-12 schools. Oversees policies and procedures to ensure the proper operation of the Archdiocesan elementary and secondary schools including processes to employ and supervise school administrators.

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. Promotes the ecclesial purpose of Catholic schools and their function as a ministry of the Church and its parishes.
2. Develops and implements policies and procedures to ensure the responsible and efficient daily operation of Archdiocesan Schools. Effectively communicates these policies and procedures to school level leaders.
3. Monitors financial policies designed to ensure the viability of Archdiocesan schools. Supervises financial grants to schools. Supports development efforts both locally and at the Archdiocesan levels.
4. Maintains procedures consistent with WCEA accreditation processes including serving as or designating an administrator as a WCEA Commissioner. Works closely with various pastoral center departments to enhance school efforts and support the mission and work of the other departments.
5. Serves as an ex officio member of the archdiocesan high school councils representing the Archbishop. Processes applications for new council members making a recommendation to the Archbishop to accept or reject an application.
6. Monitors school advisory councils providing training and guidance as needed.
7. Oversees implementation of Archbishop's directives affecting schools.
8. Serves as a public relations officer for Archdiocesan schools working with the communications department to represent the Archbishop and the Archdiocese to parishes, the public and the media.
9. Works collaboratively with pastors, principals and local school councils to build lines of communication, understanding, support and accountability.
10. Supports the efforts of Archdiocesan approved religious order and independent Catholic Schools by establishing collaborative relationships and open lines of communications between the Department and those schools, including information and expectations from the Archbishop.

11. Provides regular updates on significant Departmental and school level activities and actions.
12. Informs school personnel about issues of public policy to assure compliance with state regulations and implements pertinent state and federal programs.
13. Oversee the Department of Catholic Schools' budget ensuring accountability and alignment of expenditures with the mission of the Department and the Archdiocese.
14. Supervises, evaluates and provides professional development opportunities for Departmental employees.
15. Leads regular elementary principal meetings and participates in high school principal meetings.
16. Collaborates with and advises pastors as they supervise local school principals. Facilitates the evaluation of all parish elementary school principals as well as all Archdiocesan high school presidents and principals.
17. Fosters the sense of "A Community of Catholic Schools" within the Archdiocese.
18. Ensures the Department collects, maintains and communicates required records and reports.
19. Oversees departmental communications, correspondence, publications and reports.
20. Oversees school curriculum and Faith Formation, promoting inclusive education and testing programs in Archdiocesan schools.
21. Helps mediate school disputes that cannot be resolved at the local level.
22. Works closely with the Archdiocese legal council on certain policy and personnel issues.
23. Provides presentations for local parishes and organizations regarding school matters.
24. Serves as liaison between Catholic schools and other agencies in matters concerning Archdiocesan schools on a local and national level.
25. Confers with religious communities and major superiors regarding religious personnel working within the school system.
26. Interacts with higher education institutions in the Archdiocese and oversees relationship between Archdiocese and state educational agencies.
27. Facilitates the search process for new principals and presidents for parish elementary school and Archdiocesan high schools and recommends the selected candidate for a position to the Archbishop for approval
28. Signs all principal contracts.
29. Advises the Priest Personnel Board on appointments affecting the schools of the Archdiocese.
30. Maintains membership in several organizations and boards, including the National Catholic Educational Association.
31. Maintains personnel and financial records for the Department and all Catholic schools.
32. Prepares, presents and administers a departmental budget and manages over \$50,000 in capital assets.
33. Position is partially responsible for long-range operational and strategic planning.
34. Serves as an *ex officio* member of the board of the Catholic Education Endowment Fund.

JOB SCOPE:

Position encounters a wide diversity of work situations with a high degree of complexity. Superintendent is responsible for developing policies and objectives and performs with little direction. Contacts are normally made inside and outside the Pastoral Center and throughout the Archdiocese. Contacts are usually made on own initiative and frequently contain confidential/sensitive matters necessitating discretion at all times.

SPECIFIC JOB SKILLS:

Models a strong Catholic faith life and promotes Catholic identity and faith formation within the Archdiocesan schools. Thorough knowledge of the principles and practices of education and school administration, planning, organization and personnel, along with knowledge of church organizational and operations procedures and federal, state and local laws. Must be familiar with canon law, Oregon Education Code and Archdiocesan policy. Ability to communicate effectively, both verbally (including oral presentations) and in writing; establish and maintain effective working relationships with employees, schools, vendors, and the general public. Able to communicate effectively to large audiences. 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, training, mentoring, supervising, problem analysis and ability to support Parish/School relations are required. Must be able to handle multiple projects/priorities. Proficiency with basic office equipment, including experience with spreadsheet, word processing and presentation software. Performs basic and advanced math.

EDUCATION AND/OR EXPERIENCE:

Master's degree in Education/Administration or other academic area and a minimum of 5 years experience in school administrative leadership with previous experience as a diocesan administrator; or any 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. Bilingual in Spanish an asset.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and handle. Individual must be able to lift and carry up to 20 pounds. The employee is required to drive a car.

WORKING ENVIRONMENT:

Position encounters a wide diversity of work situations and involves a high degree of complexity, as incumbent is responsible for advising and decision-making in many areas. Work is performed mostly in an office setting. Employee is required to attend evening meetings, travel extensively, work long hours and do extensive close 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:

Directly supervises 2 associates and 2 administrative assistants. Assists pastors in supervision of elementary principals. Assists boards in the supervises Archdiocesan secondary school heads.



SUPERINTENDENT OF CATHOLIC SCHOOLS APPLICATION CHECKLIST

Complete and submit the following:

1. Archdiocesan Application form
2. Current resume
3. Transcripts showing highest degree -- unofficial copies are acceptable; upon hire, official transcripts are required
4. A short essay on each of the following:
 - Mission of Catholic school education
 - Reasons for interest in the Superintendent of Catholic Schools position in the Archdiocese of Portland
5. Letters of recommendation: from each of the four references listed on the application. Each letter must be accompanied by a completed **applicant waiver form**. Letters are required from:
 - Pastor or Religious Superior [verification of status as a practicing Catholic in good standing with the Church];
 - Immediate past employer;
 - Two other professional references.

Email or send to: Dina Boyle (dboyle@archdpdx.org)
Department of Catholic Schools
2838 E. Burnside St.
Portland, OR 97214



ARCHDIOCESE
OF PORTLAND IN
 OREGON

APPLICATION FOR SUPERINTENDENT OF CATHOLIC SCHOOLS

Date: _____

Last name: _____ First name: _____ Middle Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Telephone # (work): _____ (home): _____ (mobile): _____

Email Address: _____

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, we are not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

GENERAL INFORMATION

Do you have a legal right to work in the US? Yes No

Religious Affiliation: _____

Current Parish/City _____ Pastor: _____ Phone: _____

Salary Range Expectations: _____

How did you learn of the Superintendent of Catholic Schools opening? _____

Please include your current resume when you submit your application.

EDUCATION

Name & Address of School		Major	Years Completed	Degree(s)
College				
College				
College				
College				

Licensing History

What **Administrator/Teaching** license(s) do you hold?

State	Type	Endorsement	Expiration Date

Character Questions

You must answer each question by writing “yes” or “no” whichever is true. Any “yes” answers (for questions 1-11) must be fully explained on a separate page.	
1. Have you ever been released or have you ever resigned from any education position or school related employment because of misconduct or unsatisfactory service?	
2. Have you ever resigned from an educational position while under investigation for misconduct or unsatisfactory service?	
3. Have you ever failed to complete a contract for professional service in any educational positions?	
4. Have you ever had a teaching or administrative license revoked or suspended?	
5. Have you ever been denied a teaching or administrative license for which you applied?	
6. Have you ever surrendered a teaching license before its expiration?	
7. Have you ever been disciplined by a state agency responsible for licensure of educators?	
8. Have you ever been suspended or asked to resign a position in any field?	
9. Have you ever been convicted of a crime?	
10. Are you currently charged with a crime?	
11. Have you ever been the subject of allegations related to misconduct with children?	
12. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodations?	

EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/most recent employer unless you indicated below that we may not contact them now. Be aware that the offer of a contract cannot be finalized until your current employer is contacted. Also, be aware that we will contact all of your previous employers as part of the initial vetting of all applicants. Filing an application presumes you accept this circumstance. Attach an additional page if necessary. **Please complete this section even if you have submitted a resume.**

Current Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates:	(From)	(To)
Position:		Supervisor:	
Description of duties:		Ok to contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Reason for leaving:	
Previous Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment Dates:	(From)	(To)
Position:		Supervisor:	
Description of duties:		Reason for leaving:	
	Previous Employer	Name of employer:	
Telephone #:			
Address:			
Employment Dates:		(From)	(To)
Position:		Supervisor:	
Description of duties:		Reason for leaving:	
	Previous Employer	Name of employer:	
Telephone #:			
Address:			
Employment Dates:		(From)	(To)
Position:		Supervisor:	
Description of duties:		Reason for leaving:	

PROFESSIONAL REFERENCES

Please provide the names and contact information below for the 4 people who will be providing your recommendation letters.

- Pastor or Religious Superior [must include verification of status as a practicing Catholic]
- Immediate past employer
- Two other professional references

Name/Job Title	Relationship	Organization	Telephone #	Years Known

APPLICANT SUBMISSIONS

On a separate page, please write a short essay on each of the following:

- Mission of Catholic school education
- Reasons for interest in a Superintendent’s position in the Archdiocese of Portland in Oregon

CATHOLIC PHILOSOPHY AND MISSION

The Administrator is called to be a role model and a witness to the Gospel of Jesus Christ. By accepting employment in the Archdiocese, the Administrator agrees to share in the ministry of the Catholic Church by modeling Christian values and living an exemplary life. The Administrator shall maintain, by word, action and lifestyle, a position that is in conformity with the teaching, standards, doctrines, laws and norms of the Roman Catholic Church, as interpreted by the Archbishop of Portland in Oregon (“Archbishop”) in his sole discretion. The Administrator shall not do, commit, or permit any act that will tend to demean or degrade him/her in society or bring the Administrator or the Archdiocese into public disrepute. The Administrator agrees not to commit to any obligations outside of work that would be detrimental to his/her presence or performance or standing as an administrator of the School or the standing as the Superintendent of Catholic Schools for the Roman Catholic Archdiocese of Portland in Oregon.

The Administrator agrees to comply with the philosophy of Catholic school education as interpreted by the Archbishop and to function under the direction of the Archbishop as a contributing member of the Catholic educational community. The Administrator shall encourage and actively participate in creating an atmosphere in which the religious faith of students, teachers, and administrators, as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

Are you willing to accept these expectations and do you feel capable of functioning effectively in this situation?

(Initial your choice) _____ Yes _____ No

CERTIFICATION AND AUTHORIZATION INFORMATION RELEASE

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Employer, its employees, any individual or agency obtaining information for the Employer, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

AT-WILL EMPLOYMENT STATEMENT

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Employer at any time, for any reason. The Employer may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

BACKGROUND CHECK STATEMENT

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant Signature

Date

Your typed name is acceptable as a signature for this form.