



Archdiocese of Hartford

Serving Hartford, Litchfield and New Haven counties



SUPERINTENDENT OF CATHOLIC SCHOOLS

*Archdiocese of Hartford
January 24, 2019*

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Archdiocese of Hartford (www.archdioceseofhartford.org) comprises the counties of Hartford, Litchfield and New Haven in Connecticut and includes in excess of 500,000 Catholics. The Archdiocese is led by the Most Reverend Leonard P. Blair ([Bio](#)) who oversees 131 parishes, 180 priests, 161 deacons as well as vowed religious sisters and brothers. Catholic school education, headed by the Provost, Sister Mary Grace Walsh, ASCJ, Ph.D. is organized under the Secretariat of Education, Evangelization and Catechesis. There are 46 schools serving over 11,000 students, 1,000 teachers with 35 Parochial, 2 Independent Elementary, 4 Archdiocesan High Schools, and 5 Independent Catholic High Schools.

REPORTING RELATIONSHIP

The Superintendent of Catholic Schools is appointed by the Archbishop. The Superintendent of Catholic Schools will report to the Provost of Education, Evangelization and Catechesis. Working in collaboration with the Provost, the Superintendent is directly responsible for the day-to-day work of the Deputy Superintendent of Catholic Schools, the Assistant Superintendent of Academics, the Director of Enrollment Management and Marketing, and the Director of School Support and Academic Services. Reporting to the Provost, the Director of Catechetical Initiatives collaborates with the Superintendent and staff. Reporting to the Chief Financial Officer of the Archdiocese, the Director of School Finance works exclusively for Catholic Schools at the direction of the Provost and Superintendent. The President/Head of each of the four Archdiocesan High Schools reports directly to the Superintendent.

Effective Date: July 1, 2019

Position Description

- Provides strategic leadership that directly aligns with the vision, plan, goals, priorities and mission of the Archdiocese, including excellent managerial leadership for the school branch of the Office of Education, Evangelization and Catechesis (OEEC);
- Assists schools to articulate the vision, goals and accomplishments of Catholic education to the public through frequent and effective communication with and through the media;
- Responsible for the overall execution of the OEEC strategic plan in relation to Catholic schools;
- Provides for Catechetical Formation for administrators and educators;
- Promotes the Catholic Identity of each school;
- Collaborates with the Provost to find creative ways to strengthen Catholic education in all its forms across the Archdiocese;
- Provides analysis, reports and solutions regarding school finances;
- Provides for a high-quality curriculum and ensures the continually developing quality of all curricular programs and uniqueness of all schools;
- Formulates and manages the implementation of strategies to attain the highest standards of excellence in education and operations in order to sustain and enhance Catholic school education for the future;
- Visits schools on a regular basis, affirming, evaluating, and consulting with local school personnel regarding their educational programs;
- Oversees the operation of Catholic schools by serving, guiding, and directing pastors, principals, school board members, and teachers to reach excellence in Catholic school education;
- Develops and maintains high standards for professional growth and plans for the evaluation regarding all categories of professional staff members in the schools;
- Identifies best practices in Catholic schools and ensures content, process and training are accessible for staff, administrators, and teachers;
- Provides ongoing feedback to staff in an atmosphere of continual improvement through an annual review process;
- In collaboration with the Provost, administers, implements, and interprets all Archdiocesan policies and procedures;
- Provides guidance relating to school concerns;
- Acts as mediator, arbitrator, or consultant as special needs or circumstances arise in school or school-related situations;
- Serves as an ex-officio member of the Archdiocesan School Board;
- Promotes and develops local school boards;
- Represents the Archdiocese at events and meetings related to Catholic schools;

Position Description *(cont.)*

- In collaboration with the Connecticut Catholic Conference and the Provost engages in legislative matters pertaining to Catholic schools;
- Represents the schools of the Archdiocese with outside agencies in order to ensure the fullest desirable participation by schools in benefits available from State, Federal, and Private programs;
- Collects, analyzes and disseminates necessary statistical and other information from Church, archdiocesan, state and national resources related to Catholic school education;
- Provides oversight and supervision in the administration of the Archdiocesan high schools;
- Collaborates with other offices and departments in the Archdiocese as requested by the Provost;
- In collaboration with the Provost, serves as the spokesperson for Catholic schools;
- Provides oversight for an orientation program for new and established pastors with schools;
- Facilitates meetings for administrators and other groups, as needed;
- Provides oversight to the asbestos management program;
- Provides oversight for Federal and State programs;
- Coordinates programs for networking and sharing of resources;
- Serves in other capacities at the request of the Provost;

Knowledge and Skills Ability

The Superintendent must be a dynamic and articulate leader with the demonstrated ability to:

- Develop a strong culture of collaboration and performance;
- Exercise good judgment and to avail himself/herself in dealing with conflict resolution;
- Show inclusive educational leadership by demonstrating integrity, honesty, directness, flexibility, humility, and a sense of humor;
- Encourage others to think creatively, to take risks, to engage in innovative approaches, and to examine new methods of instructional delivery;
- Collect and analyze data
- Communicate effectively both verbally and in writing;
- Delegate as needed; and be held and hold others accountable.

Required Qualifications:

- A faith-filled practicing Catholic in good standing with the Roman Catholic Church who possesses a deep understanding of the faith as expressed in the Catechism of the Catholic Church, an ability to strengthen Catholic identity and the authentic expression of the Catholic faith in schools, and to further the mission of Catholic schools throughout the archdiocese;
- A minimum of 5-10 years of leadership roles in Catholic school administration at the arch/diocesan level requiring operations, finance and curriculum oversight. Ability to interact fluidly within a diverse governance structure;
- Ed.D. or Ph.D. preferred;
- Ability to articulate the mission and values of the OEEC to a variety of constituencies including donors, college and university partners, parents and others critical to the success of our schools;
- At least five years of successful teaching or school building leadership in a Catholic school;
- Strong strategic, organizational, managerial, interpersonal and facilitation skills;
- Excellent written, verbal, and communication skills;
- Management style that is both collaborative and decisive;
- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds;
- May be required to work evenings and weekends, as needed.

Other

Certificates, Licenses, Registrations:



Driver's License with good driving record.

Application Deadline:



April 30, 2019

(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to insure your background will be considered.)

For consideration, please email resume to:

Arlene McSweeney, Ed.D.

Senior Vice President

Catholic Recruiter Associates

Arlene@CatholicRecruiter.com

Only those selected for an interview with the search committee will be contacted.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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