



ARCHDIOCESE of OMAHA

Position Description

POSITION TITLE: Superintendent of Schools
DEPARTMENT: Catholic Schools Office
REPORTS TO: Director of Pastoral Services
EFFECTIVE DATE: July 1, 2020
POSITION STATUS: Exempt

POSITION SUMMARY

The Superintendent of Schools collaborates with the Archbishop in advancing the Archdiocesan vision of “One Church: encountering Jesus, equipping disciples, and living mercy.”

The Superintendent assists in fulfilling the Archbishop’s role as the chief teacher of the faith in regard to Catholic Pre-K-12 schools and receives direct delegation from the Archbishop to perform specific duties and responsibilities related to that teaching role.

The Superintendent leads and provides vision for the Catholic Schools Office (CSO), which provides leadership and support to all archdiocesan, parish, and religious order-sponsored schools. This includes the assurance of Catholic identity, vision and mission alignment, the spiritual formation of staff and students, exercise of governance (when applicable), the establishment of policies, instructional guidelines, school improvement efforts, certification requirements, accreditation and approval of schools, and health and safety requirements. The Superintendent represents Catholic schools in the public forum.

The Superintendent works closely with the other Pastoral Offices of the curia (Evangelization, Family Life, Stewardship, and Pastoral Planning) in a team approach in order to foster a unity of vision that is necessary to accomplish the overall mission, which is to make disciples who are sent out as leaven to transform the world.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Communicates and promotes the Pastoral Vision to school leaders in order to facilitate understanding of the Pastoral Vision and the priority of evangelization.

Assists the Archbishop of Omaha in his role as chief teacher of the Catholic faith in regard to Catholic Pre-K-12 schools in the Archdiocese.

Creates and implements a strategic plan for the Catholic Schools Office based on the Archdiocesan vision of One Church, Encountering Jesus, Equipping Disciples and Living Mercy.

Leads and supervises a team of professional educators and support staff of the Catholic Schools Office (CSO).

Provides leadership, works closely with school leadership (principals and presidents), and supports all archdiocesan, parish, and religious order-sponsored schools in the Archdiocese of Omaha.

Strives to assure the Catholic identity of schools in the Archdiocese of Omaha, and takes necessary steps to strengthen the identity, when in question.

Supports policy development, instructional guidelines, and school improvement efforts.

Oversees certification requirements, accreditation and approval of schools, health and safety, and safe environment requirements.

Represents Catholic schools in all areas of the public forum.

Oversees and administers faith development activities for employees of schools in the Archdiocese of Omaha.

Oversees the management of international student documentations and authorizations, (I-20 documents), for foreign exchange students attending schools in the Archdiocese of Omaha.

Participates in meetings of the Nebraska Catholic Conference and meets with varied stakeholders to educate, inform, and lobby for legislation and issues deemed relevant to Catholic Schools by the Nebraska Catholic Conference.

Signs official / legal school documents required by the NE Department of Education.

Performs other duties as designated by the Archbishop and/or the Director of Pastoral Services.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Active Roman Catholic in full communion with the Catholic Church, with demonstrated commitment to the mission of the Church and fidelity to her teachings, and a thorough understanding of Catholic school philosophy and the teaching mission of the Church.

Knowledge of the “New Evangelization” as set described in Pope Francis’ Apostolic Exhortation *Evangelii Gaudium*.

Knowledge of the process of making disciples and how to promote the “New Evangelization.”

Expertise in instructional leadership, curriculum development, principal evaluation, teacher supervision, and effective instruction.

Knowledge and experience in personnel management/human resources.

Excellent leadership and managerial skills, capable of overseeing multiple programs simultaneously, and to prioritize prospects and activity.

Superior oral/written communication abilities and interpersonal and motivational skills.

Knowledge of marketing, recruitment, enrollment management, and fiscal management.

Ability to understand and interpret financial statements according to generally accepted accounting principles.

Working knowledge of Microsoft Windows OS and Office software.

EDUCATION AND EXPERIENCE REQUIRED

Ed.D, PhD, or Ed.S in Educational Administration or related field is preferred.

Must be able to secure certification as a superintendent from the Nebraska Department of Education by July 1, 2020

Previous experience as a principal/administrator of a Catholic elementary or secondary school.

WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

	N/A	Less than 10%	11% to 49%	Greater than 50%		N/A	Less than 10%	11% to 49%	Greater than 50%
					WORK ENVIRONMENT				
Stand			X		Other: running	X			
Walk			X		Quiet environment	X			
Sit				X	Other: environmental noise	X			
Talk or hear				X					
Displays manual dexterity				X	Weight Demands				
Climb or balance		X			Up to 10 pounds				X
Stoop, kneel, crouch or crawl		X			Up to 20 pounds			X	
Reach with hands and arms		X			Up to 40 pounds		X		
Lifting/Pulling/Pushing		X			Up to 100 pounds	X			
Visual: looking at computer screen				X	More than 100 pounds	X			

Availability evenings and weekends as needed for CSO or school events.

Travel throughout the Archdiocese to meet with pastors, school staff, *et. al.* as needed.

SIGNATURES

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

EMPLOYEE: _____ **DATE:** _____

SUPERVISOR: _____ **DATE:** _____