



# Catholic Diocese of Evansville

*- The Catholic Church in Southwestern Indiana*

## Superintendent of Catholic Schools

<b>Job Title:</b>	Superintendent of Catholic Schools
<b>Location:</b>	Catholic Center
<b>Reports To:</b>	COO/ Chancellor
<b>FLSA Status:</b>	Full Time / Salary Exempt
<b>Last Revised:</b>	5/17/2022

### **Summary:**

The Superintendent of Catholic Schools serves as a primary voice of the Bishop in carrying out his prophetic role as the teaching authority for the Catholic faithful enrolled in Catholic schools in the Diocese of Evansville. Serves the critical function of advisor to the Bishop and spiritual and educational leader of the Catholic schools in the Diocese of Evansville. Works closely with the pastors/parish life coordinators of those parishes with schools, and with individual principals and presidents, to promote the operation of Catholic schools. Insures that the schools reflects the highest ideals of Catholic education, meets the expectations of parents, and answers the requirements of the Indiana State Department of Education.

### **Duties and Responsibilities:**

- The Superintendent of Catholic Schools provides day-to-day advice and consultation to pastors/parish life coordinators, presidents and principals on issues arising in Catholic school education in the diocese.
- Provides direction and guidance on long and short-term planning, budgeting and financial issues, educational and instructional standards, continuing formation and certification of teachers/principals, contractual issues, staffing issues, and other issues helpful to the schools.
- Oversees the articulation, promotion and implementation of a vision of Catholic schools to ensure their continued vitality in the Diocese of Evansville.
- Works collaboratively with the Director of Catechesis to coordinate religious education objectives for schools.
- Generates school-related reports and studies as requested by the Bishop/COO.
- Serves as the primary public relations contact for diocesan school issues, representing the Bishop and his school philosophy to parishes, the public and the media.
- Communicates relevant state and federal regulations to all diocesan school principals and pastors/parish life coordinators of parish schools. Provides resources and tools for schools to comply with such laws and regulations.
- Provides advice and consultation to schools on strategic planning, public relations, marketing, school choice programs and related resources.
- Maintains a close working relationship and frequent communication with pastors/parish life coordinators who are charged with the responsibility for operating a Catholic school.



# Catholic Diocese of Evansville

*- The Catholic Church in Southwestern Indiana*

- Provides support to schools in human resource functions including recruitment, evaluation, employee relations, safety, etc.
- Engages in a regular and systematic program of visitation of all schools.
- Participates in long-range planning efforts to address enrollment, marketing, recruitment, staffing, finance and development.
- This listing is not to be construed as an exhaustive list of duties.

## **QUALIFICATION REQUIREMENTS:**

### **Required and Preferred Education and Experience:**

- Minimum of a Master's degree in Educational Administration or similar content area, PhD preferred, from approved institutions of higher learning.
- At least five years of successful experience in educational administration (preferably in a Catholic school).

### **Required and Preferred Knowledge, Skills and Abilities:**

- Demonstrated skills in conflict resolution, problem solving, collaboration, firm/impartial decision-making, computer literacy, and confident leadership.
- Knowledge of the Catholic Church at the national, diocesan and parish levels.
- Knowledge of and sensitivity to a multicultural environment. .
- Ability and willingness to drive/travel within diocese and state.

### **Personal Characteristics:**

- A committed and practicing Catholic.
- Personal life, including marital status, must conform to teachings of the Church.
- Understanding and supportive of the Catholic philosophy of education.

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings in particular as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to [humanresouces@evdio.org](mailto:humanresouces@evdio.org)