

Job Posting Form

Date Posted: 1/15/2021

Send resume and
cover letter to: jthomas@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Superintendent of Schools

Salary: Commensurate upon experience/education Salary will be: hourly annual

Employer: Diocese of Buffalo Department Catholic Center

Location Address: 795 Main St. Buffalo, NY 14203

Employer website: www.buffalodiocese.org

Brief Job Description

We seek an experienced, innovative, and community-minded leader with excellent communication and management skills who has demonstrated success in improving student achievement. The Catholic Schools represent 34 Catholic elementary and 12 Catholic high schools and 5 private high schools in the 8 counties of WNY. This includes approximately 12,000 students.

The Superintendent of Schools supervises and coordinates the activities of the Department of Catholic Schools, fosters the Catholic identity and academic excellence of the Diocesan Schools through the implementation of benchmarks and standards approved by the United States Conference of Catholic Bishops (USCCB).

Responsibilities

- Fosters and communicates the Diocesan Schools' mission and philosophy within the school communities, parishes and local communities
- Fosters the spiritual atmosphere of the schools and spiritual development of the administrators
- Oversees policies and procedures
- Articulates trends and issues in education to personnel, school communities, parents and government agencies and represents the schools of the Diocese with public officials, educational leaders and accrediting agencies
- Recommends the hiring of all personnel
- Assists Pastors/Canonical Administrators and the school boards in evaluating school administrators and in selecting new principals
- Directs the revisions of appropriate curricula
- Supervises and facilitates the design and implementation of professional development
- Directs the participation and certification of both the department and school personnel in the Diocesan Safe Environment program, including training of students in Safe Environment policies and practices
- Oversees testing programs and facilitates the interpretation of results
- Oversees advancement programs
- Ensures that laws and regulations applying to schools are observed
- Prepares and monitors the budget for the Department of Catholic Schools

- Maintains statistical information
- Oversees marketing, enrollment management and advancement programs
- Oversees technology innovations in support of improved student achievement
- Coordinates and facilitates community programs
- Develops long-range plans for the department and assists local schools in their planning process

Required Education/Experience

- Master's degree required, preferably in Educational Administration
- Minimum 5 years of successful administration in a school system, Catholic school system, and/or central office experience preferred.

Salary will be based on a leadership role in Catholic education and experience of the selected candidate.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **February 15, 2021**