



THE ARCHDIOCESE OF
GALVESTON-HOUSTON

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CATHOLIC
SCHOOLS

THE ARCHDIOCESE OF GALVESTON-HOUSTON



Assistant Superintendent of Operation Vitality St. Dominic Chancery

SUMMARY

The Secretariat of Catholic Schools Office (CSO) seeks an Assistant Superintendent of Operational Vitality to facilitate schools' needs for adopting and maintaining standards for operational vitality in the areas of financial planning, technology, human resources/personnel, facilities maintenance, and institutional advancement with contemporary communication. This position oversees the work of the department in updating and maintaining the Administrators' Handbook; managing Frontline/AppliTrack; processing and monitoring criminal background checks; supervising those that support technology coordinators, facility directors, food service, as well as helps train principals in these areas; responsible for department budgets and personnel management. In addition, this position provides advice and information; achieves defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines and policies; and serves as a member of the CSO leadership team.

The Assistant Superintendent of Operational Vitality must be a practicing Catholic in good standing with the Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following tasks. Other duties may be assigned:

- Develop and implement a training program to support staff from within the Archdiocese in the areas of operational vitality.
- Participate in meetings, workshops, and seminars for conveying and gathering information regarding a wide variety of subjects essential to carrying out administrative responsibilities related to operational vitality.
- Prepare necessary and often complex written material such as plans, analyses, recommendations, procedures, activities, issues, and evaluation processes for making presentations and then provide materials for requested actions as they pertain to operational vitality standards and benchmarks.
- Recommend and provide direction to the Superintendent regarding policies, procedures, and actions to meet the Archdiocesan and CSO strategic goals and objectives.
- Research information required to manage assignments including the review of relevant policies, current practices, staffing requirements, financial resources to develop new programs and services; secure general information to plan and respond to requests.
- Respond to written and verbal inquiries from a variety of internal and external sources including but not limited to staffing, conflicts in policies and regulations, community concerns, parental requests to identify the relevant issues then recommend and implement a solution.

- Monitor and review personnel processes for ensuring efficient processing of applicants and employees, which includes advertising vacancies, screening applicants, and sharing applicants with schools as requested.
- Supervise the maintenance of manual and electronic hiring documents, files, and records to include background information, personnel files, vacancy listings, applicant tracking, substitute acquisition systems to provide accurate information in compliance with established guidelines.
- Support schools in developing and implementing their comprehensive plans as they relate to enrollment, finances, facilities, personnel, and advancement.
- Examine and keep current compliance with all licensing, legal, and administrative requirements and department procedures and processes.
- Support Principals in a cohort of schools with issues related to school management.
- Plan and present a new employee orientation.
- Answer questions and support parents with tuition assistance inquiries as needed.
- Support schools in budget creation, reporting, and communication.
- Annually update salary scales for principals, CROSS Academy principals and instructional specialists, teachers, and others as requested.
- Monitor CROSS Academy personnel based on approved budgets and the personnel model for CROSS Academies.
- Conduct “Deep Dives” related to financial stewardship and accounting practices, in coordination with School Pastors, Principals, Bookkeepers, along with the CFO and the Controller for the Archdiocese.
- Work in tandem with the Archdiocesan Office for Construction and Preventative Maintenance, Development, Finance, Parish Accounting Services, Internal Audit, Human Resources, and Tuition Assistance to support schools.

KNOWELGE SKILLS AND ABILITIES

- Familiar with The National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools
- Some knowledge of Canon Law as it relates to Operational Vitality in Parishes
- Knowledge of Adolescent and Adult Learning Pedagogy and Research-based Methodologies
- Skilled at preparing and speaking to large groups
- Able to operate various computer and networking systems
- Knowledge of FACTS, PAS, and Tuition Assistance models

EDUCATION AND EXPERIENCE

Master’s Degree in education is required and Doctorate in Catholic School Leadership or Education is preferred, with a minimum of 5 years’ experience as a principal in Catholic School Administration. Bilingual English Spanish a plus.

Suitable candidates should send a cover letter, resume, and minimum salary requirement* to resume@archgh.org with Assistant Superintendent of Operational Vitality in the subject field.

*Applicants who do not submit minimum salary requirement may not be given consideration.

STANDARDS FROM THE NATIONAL STANDARDS AND BENCHMARKS FOR EFFECTIVE CATHOLIC ELEMENTARY AND SECONDARY SCHOOLS RELATED TO THIS POSITION:

STANDARDS:

10. An excellent Catholic school provides a feasible three-to-five-year financial plan that includes both current and projected budgets and is the result of a collaborative process, emphasizing faithful stewardship.

11. An excellent Catholic school operates in accord with published human resource/personnel policies developed in compliance with archdiocesan policies and/or religious congregation sponsorship policies, which affect all staff (clergy, religious women and men, laity, and volunteers) and provide clarity for responsibilities, expectations, and accountability.

12. An excellent Catholic school develops and maintains a facilities, equipment, and technology management plan designed to continuously support the implementation of the educational mission of the school.

13. An excellent Catholic school enacts a comprehensive plan, based on a compelling mission, for institutional advancement through communications, marketing, enrollment management, and development.

APPLICABLE BENCHMARKS:

10.1 The governing body and leader/leadership team engage in financial planning in collaboration with experts in nonprofit management and funding.

10.2 Financial plans include agreed-upon levels of financial investment determined by the partners involved who may include but are not limited to parishes, dioceses, religious orders, educational foundations, the larger Catholic community, and responsible boards.

10.3 Financial plans define revenue sources that include but are not limited to tuition, tuition assistance/ scholarships, endowment funds, local and regional partnerships, public funding, regional cost sharing, archdiocesan and/or religious communities' assistance, foundation gifts, entrepreneurial options and other sources not listed.

10.4 Financial plans include the delineation of costs for key target areas such as instruction, tuition assistance, administration, professional development, facilities, equipment, technology, program enhancement/expansion, capital projects and other planned projects.

10.5 Current and projected budgets include a statement of the actual and projected revenue sources, indicating an appropriate balance among revenue sources, and a statement of actual and projected expenditures including the actual cost per child, benchmarked compensation/salary scales, and other health benefits and retirement costs.

10.6 Financial plans include educational materials for distribution to all members of the community explaining the total cost per child and how that cost is met by identifying the percentage of cost that is paid for by tuition and the remaining amount of cost that is supported by other sources of revenue.

10.7 The governing body and leader/leadership team provide families access to information about tuition assistance and long-term planning for tuition and Catholic school expenses.

10.8 The governing body and leader/leadership team ensure that appropriately developed financial plans and budgets are implemented using current and effective business practices as a means of providing good stewardship of resources.

11.1 Human resource programs are professionally staffed at the appropriate level (i.e., central office, school office) and ensure full compliance with human resource policies.

11.2 Human resource policies delineate standards for position descriptions including staff responsibilities and qualifications, hiring, compensation, and benefits, as well as standards for professional development, accountability, succession planning and retirement.

11.3 Human resource policies ensure that competitive and just salaries, benefits, and professional growth opportunities are provided for all staff.

11.4 Human resource policies ensure that institutional planning includes investment in personnel growth, health care and retirement.

12.1 The school's facilities, equipment, and technology management plans includes objectives to support the delivery of the educational program of the school and accessibility for all students.

12.2 The school's budget supports facilities, equipment, and technology management with specific funds for capital improvements, depreciation, and replacement.

12.3 The school's purchasing, and physical and technological improvements are, by design, done in alignment with the mission and the school's planning and curricular goals, and consistent with environmental stewardship.

13.1 The communications/marketing plan requires school leader/leadership team and staff person(s) to ensure the implementation of contemporary, multiple information technologies to reach targeted audiences, and to establish reliable and secure databases and accountability to stakeholders.

13.2 The enrollment management plan requires the governing body to review and the school leader/leadership team to supervise annual and continuous measurement and analysis of both enrollment and retention patterns for all student groups.

13.3 The development plan requires school leader/leadership team, in collaboration with the governing body, to ensure that key strategies are in place to identify, grow and maintain significant funding prospects, including alumni(ae), over time and when appropriate.