

# **Superintendent of Catholic Schools**

## **Catholic Schools Office**

### **SUMMARY**

The Archdiocese of Galveston-Houston seeks a Superintendent of Catholic Schools to be the chief administrator for the Catholic Schools Office to consult with the pastors and principals regarding the operation of elementary and secondary schools serving more than 17,000 students each day. The Superintendent operates as the representative of the Archbishop regarding issues related to Catholic schools, is a Secretariat Director who directs and manages the staff of the Catholic School Secretariat and will serve on the Archbishop's cabinet. In addition, the Superintendent of Catholic Schools has the responsibility of overseeing the activities within the Galveston-Houston Early Childhood Association (GHECA), the Bishop Byrne Chapter of the Catholic Library Association and oversees youth athletics for Catholic schools with responsibility of the Galveston -Houston Catholic Athletic Association (GHCAA) athletic programs.

The Superintendent of Catholic Schools must be a practicing Catholic in good standing with the Church who exhibits a deep belief in the intrinsic lifelong value of a Catholic education, must hold an unwavering commitment to preserve Catholic identity, and be able to serve, as expressed by the Holy See, as an inspirational model of missionary discipleship. The Superintendent of Catholic Schools must affirm academic excellence as central to the educational mission of the local Church and encompasses the holistic formation of children spiritually, academically, athletically, socially, and emotionally. The Superintendent of Catholic Schools must demonstrate the ability to lead for the present and envision the long-term landscape of Catholic education in the Archdiocese of Galveston - Houston. This includes leading the Catholic schools through viability, sustainability and growth.

The Archdiocese of Galveston-Houston serves more than 1.7 million Catholics in 146 parishes across 10 counties, a geographic area of 8,800 square miles. The Archdiocese comprises the counties of Austin, Brazoria, Fort Bend, Galveston, Grimes, Harris, Montgomery, San Jacinto, Walker, and Waller in the State of Texas. The Archdiocese is divided into four vicariates and 13 deaneries. This local church is pastored by Cardinal Daniel DiNardo, assisted by Auxiliary Bishop Italo Dell'Oro, C.R.S.

### **KNOWLEDGE SKILLS AND ABILITIES**

- Knowledge of curriculum, staff development, and assessment techniques and practices.
- Knowledge of successful organizational leadership and team building skills.
- Ability to foster an environment that encourages continuous learning and improvement.
- Ability to establish and maintain effective, positive relationships with all segments of the community.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to provide excellent customer service and work effectively with staff, clergy, religious and laity.
- Ability to organize, prioritize and utilize effective time management techniques.

- Ability to always maintain confidentiality.
- Ability to carry out multiple tasks and meet deadlines.
- Ability to follow instructions furnished in verbal or written format.
- Ability to use effective supervision techniques and personnel management practices with assigned staff.
- Ability to build collaborative, working relationships across all levels of an organization such as a Catholic school system, parish leadership, archdiocesan agencies, and other Catholic school superintendents.
- A high level of emotional intelligence to build internal and external relationships to advance Catholic education.
- Competence in budget planning, recruitment, evaluation, supervision, and accreditation.
- Must be detail oriented, organized, self-motivated, work well independently and on a team.
- Must have excellent oral and written skills.
- Must have good critical thinking and problem-solving skills.

### **EDUCATION AND EXPERIENCE**

Doctorate in Education with an emphasis in school administration or related field from an accredited University required; a minimum of Five (5) year's classroom teaching, and a minimum of Eight (8) years of administration experience within a school system, preferably a Catholic school system required.

Candidates may send a cover letter, resume, and minimum salary requirement\* to [resume@archgh.org](mailto:resume@archgh.org) and please place Superintendent of Catholic Schools on the subject line.

*\*Submissions that do not include minimum salary requirement may not be given further consideration.*