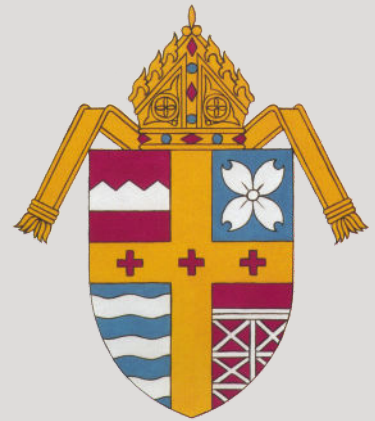
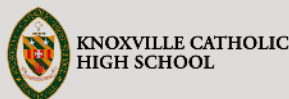


Diocese of Knoxville Catholic Schools



Hiring: Superintendent of Schools

The Superintendent acts as the educational leader of the Diocese of Knoxville Catholic schools. He/she provides counsel and recommendations for all Catholic school related business. He/she facilitates the development and implementation of policies and procedures that promote student formation in faith, academics, and co-curricular activities. He/she ensures the school programs align to the mission of the Catholic schools and the curricula conforms to a prescribed set of standards for effective Catholic schools. He/she oversees the selection of textbooks and other support resources for curriculum implementation. He/she shall serve as an instructional leader in personnel professional development and training in pedagogy, curriculum design and implementation. He/she shall evaluate effective curriculum implementation by analyzing relevant data, monitoring student performance data, and training teachers and principals. He/she shall perform performance appraisals of school principals and presidents. He/she will facilitate district level accreditation for the Catholic schools and complete special projects as assigned by the Chancellor/COO or recommended by the Bishop's Senior Leadership team in the overall administration and leadership of the Catholic schools in the Diocese.



Job Summary:

In conformity with the Code of Canon Law, and the Policies and Procedures of the Diocese of Knoxville, the Superintendent shall serve as the delegate of the Bishop of Knoxville to provide administrative oversight and regulation of the diocesan high schools, the parochial elementary schools and regional Catholic school. The Catholic schools in the Diocese of Knoxville provide Catholic faith formation and educational excellence for the students of the diocese. The Superintendent shall implement diocesan policies; promote excellence and Catholic ethos and mission-centric Catholic identity in education by prioritizing the spiritual, intellectual, social, and physical needs of students. The Superintendent shall supervise all personnel in the Catholic Schools Office.

Essential functions:

- Functions as the Bishop's delegate for Catholic school education, representing the authority of the Bishop as provided by the Bishop of Knoxville.
- Serves as the direct report for the Presidents of the two diocesan high schools.
- Serves as a non-voting member of the high school's advisory boards or boards of trustees.
- Works as a special advisory with pastors and principals of parochial schools.
- Develops and articulates the Diocesan Mission, Vision, and Philosophy for Catholic School Education in the diocese.
- Fosters the Catholic ethos and identity of each school community, integrating beliefs and values into all facets of school life and learning (including the celebration and participation in Mass and other religious devotions).
- Promotes and coordinates faith and theological formation of administrators, teachers, staff, and students.
- Issues guidelines for the implementation of rules, regulations, and norms issued by the Bishop for all parish, diocesan, and regional schools and provides for the development of curriculum and the general advancement of the Catholic school system.
- Demonstrates knowledge of school law/educational law, legal codes, precedents, government regulations, and federal/state programs (i.e. Title programs, Educational Savings Account, ESA).
- Monitors compliance with diocesan norms and, when necessary, issues in writing, mandates requiring compliance in consultation with the Bishop and the Chancellor/COO.
- Identifies priority schools (at-risk) and strategically plans with the Chancellor/COO, CFO, and the Bishop's leadership team to support the school pastor, principal, or president.
- Provides the Office of the Bishop and the Bishop's Senior Leadership Team with an annual report of Catholic schools' statistics and current state.
- Maintains regular communication with the Chancellor/COO
- Oversees the implementation of the Safe Environment policies within the schools.
- Facilitates and promotes collective responsibility and accountability for student achievement and wellbeing.
- Willing to lead, take charge, and offer definitive opinions and directions.
- Has the ability to make administrative decisions in accordance with federal and state laws, diocesan regulation, and school system policies and procedures.
- Serves as a consultant for parishes/schools regarding school expansion and new construction.

- Conducts or attends such educational meetings and conferences that relate to the welfare and improvement of the school system.
- Handles confidential and sensitive matters necessitating discretion.
- Possesses excellent interpersonal, oral and written communication skills.
- Performs additional tasks as requested by the Bishop or Chancellor/COO

Specific Duties and Responsibilities

Service to the Bishop:

- Functions as the Bishop's delegate for Catholic education, representing the authority of the Bishop as provided by the norms of the diocese and the Bishop.
- Participates in the recruiting, interviewing, and hiring of school principals in collaboration with the pastor (for the elementary schools), the diocesan Director, Employment Services & Benefits, and the school board, consistent with the practice of the diocese to find the most qualified and capable candidate.
- Issues guidelines for the implementation of rules, regulations, and norms issued by the Bishop for all parish, diocesan, and regional schools and provides for the development of curriculum and the general advancement of the Catholic school system.
- Monitors compliance with diocesan norms and, when necessary, issues in writing, mandates requiring compliance.
- Identifies priority schools (at-risk) and strategically plans with the Chancellor/COO, CFO, and the Bishop's leadership team to support the school pastor, principal, or president.
- Provides the Office of the Bishop and the Bishop's Senior Leadership Team with an annual report of Catholic schools' statistics and current state.
- Maintains regular communication with the Chancellor/COO.
- Serves as a resource and support to the Bishop, his Senior Leadership team, and all other offices and committees within the diocese regarding matters related to Catholic schools.
- Manages, develops, and implements system-wide and school-specific governance models.
- Along with the bishop, signs high school president contracts
- Assists in professional coaching and development of principals as requested by pastors; particularly for underperforming principals, offer concrete and measurable activities for performance improvement.
- Promotes the principles of Catholic identity and faith formation among all school leaders to ensure the distinctive values and practices of the faith are evident and vibrant in each school.
- Assists presidents, principals, and pastors to identify and recruit qualified teachers.
- In collaboration with the Director of Employment Services & Benefits, conducts new Catholic school employee orientation.
- Implements and monitors financial policies and practices to ensure the financial health of diocesan schools.
- Works with pastors, principals, and local school committees to create lines of communication, understanding, support and accountability.
- Works with the Director of Stewardship and Planned Giving in public relations efforts.
- Prepares year-end report for the bishop on the state of the diocesan schools.

Catholic Schools Office Management:

- Prepares, oversees all programs, services, and budgets of the Catholic Schools Office.
- With support and collaboration from the diocesan Office of Human Resources, develops job descriptions, hiring procedures, dismissals, supervision and performance evaluation of Catholic Schools Office personnel and personnel within the Catholic schools.
- Facilitates goal setting for the Catholic Schools Office personnel and monitors the progress of the goals.
- Hires, trains, and supervises the regional tuition assistance evaluators who evaluate financial need of families for Catholic school tuition support.

Service to School Administration:

- Develops and implements a Quality Assurance Review Process for the schools that aligns with the NSBECS, accreditation requirements and Diocesan Assurances.
- Responsible for identifying, maintaining, developing, and implementing the strategic plan for the system of Catholic Schools in the Diocese of Knoxville.
- Identifies opportunities for new Catholic schools and develops plans for maintaining struggling or at-risk Catholic schools.
- Acts as a special advisor to pastors, principals, and presidents in their roles as school administrators on any matters related to Catholic schools.
- Develops and maintains a strong working relationship with local Catholic school advisory boards, pastors, principals, presidents, assistant school leaders and with national, regional, and state associations of education.
- Assists with Federal and state Title programs.
- Coordinates the hiring process of new elementary/foundations principals for parish pastors.
- Coordinates the hiring process for new high school presidents in consultation with high school boards to identify new chief administrators (President, Head of School) and reports final candidates to the Bishop's Senior leadership team.
- Coordinates all school system meetings for principals, presidents, and pastors.
- Facilitates a school leader annual faith formation retreat.
- Mentors new school principals/presidents to foster leadership success.
- Supervises the development and implementation of the in-service training of school administrators, teachers, school staff, and office personnel.
- Inspires administrators and teachers to be of one mind and heart with the Church by providing meaningful in-services and Faith Formation.
- Facilitates the recruitment and promotion of qualified teachers.

- Coordinates and oversees district accreditation, including development of strategic goals for the system. Updates strategic goals annually.
- Develops and publishes guidelines for school calendars and approves the calendar for each school.
- Oversees the required achievement assessment program and interpretation of the performance results.
- Directs the development of curriculum and monitors its implementation in each school.
- Evaluates school facilities and resources and recommends improvements.
- Provides ongoing in-service and training for local school advisory boards.
- Maintains mutually supportive relationship with the pastors who are not assigned to the Catholic schools but support the ministry through their parish resources.
- Ensures schools acquire stakeholder feedback to provide for ongoing advancement.
- Evaluates school principals and presidents for continued professional growth and performance.
- Facilitates goals setting for school leaders and monitors these goals.
- Provides counsel to school leaders and pastors on issues that affect students, faculty, parents, or the school community (i.e. child protection, discipline, employee coaching, etc.)
- Oversees curriculum development and implementation to maintain and grow student achievement.
- Evaluates new initiatives and develops appropriate intervention strategies for schools.
- Ensures schools meet all state, federal and accreditation requirements.
- Monitors the effective use of data to assess progress, evaluate new initiatives and develop appropriate intervention strategies for schools not meeting targeted objectives.
- Acts as primary public relations officer for all diocesan schools, representing the bishop and diocese to parishes, the public and the media. Serves as liaison between Catholic schools and local, state, and national agencies in matters concerning diocesan schools.
- In collaboration with the diocesan Director, Employment Services & Benefits, formulates Catholic school employee job descriptions and coaching improvement plans.
- Provides in-service programs to schools.
- Performs other duties as may be assigned.

Public Policy

- Monitors legislative activity relative to education and advocates for the benefit of Catholic schools.
- Mobilizes the support of the community to promote the interests of Catholic schools and programs.
- Represents Diocesan Catholic Schools to legislative members, particularly by involvement and leadership in the Educational committee of the Catholic Public Policy Conference and involvement in “Catholic Day on the Hill” activities.

Federal and State Regulations

- Authorizes for the State Department of Education all professional teacher license requests for teachers within the Diocese of Knoxville Catholic Schools.
- Oversees the authorization of I-20 forms for immigrant students for submission to the Department of Immigration and Naturalization.
- Ensures the schools comply with all state and federal regulations concerning safety and health and well-being of students.
- Acts as the conduit for schools to access legal assistance through diocesan attorneys in conjunction with the Director of Employment Services and the Chief Operating Officer.

Academic Excellence

Ensure the schools curricula align to a prescribed set of standards that promote academic excellence and imbue a Catholic worldview

- Oversee the selection of curriculum resources that align to the standards and the Catholic school mission
- Ensure teachers have quality professional development that advances individual and school-wide improvement goals
- Define and implement a system-wide assessment system
- Identify desired student outcomes for a graduate profile of our Catholic school students
- Implement a system-wide teacher performance evaluation program

Public Relations and Communications

- Responsible for the marketing and communication process for schools within the diocese.
- Interprets the programs and policies of the school system to school personnel, to individuals, and community groups and to regulatory agencies.
- Oversees stakeholder data collection, analysis, and application of data for schools within the diocese and creates reports as requested by principals, pastors, diocesan leaders, or other members affiliated with the schools.
- Visits schools regularly to conduct instructional rounds and to have first-hand knowledge of existing programs and the unique circumstances/charism or culture of each school.
- Attends school events including the high school commencements, graduations or other key events as a visible figurehead for the diocese
- Develops an annual report of the Catholic schools focusing on the state of the schools and including enrollment trends, sacramental data, student performance, financial vitality, and notable achievements

Operational viability and sustainability

- Implements and monitors financial policies and practices to ensure the financial health of diocesan schools.
 - Participates in the Catholic Education Trust Fund (CETF) decision-making.
 - Develops and recommends feasible salary scales, tuition structures and parish assessments for diocesan schools.
 - Research grants and other sources of funding for schools.
 - Assists with schools' long-range planning.
 - Assists schools' development personnel to plan and coordinate fund raising activities.
- Reviews the high schools budget and provides them for final approval to the Bishop, Chancellor/COO, and CFO
- Interacts with and maintains strong relationships with outside donors.
- Applies for grants to obtain financial resources for schools and special projects.
- Sets the vision, mission and development goals for the system-level development
- Reviews, assists and recommends set standards for best practices in budgeting and other financial services.
- Collaborates with the pastors and the diocese finance department to manage the financial aid process for the Diocese.
- Lead and Manage the Catholic Schools Office Team



Education and/or Experience Qualifications:

- Master's degree in education or educational administration; PhD or EdD preferred.
- 5-7 years teaching/administration experience with a least 3 of those years in a Catholic School setting
- Successful experience as a principal in a Catholic school system preferred.
- Practicing Roman Catholic and an active member of his/her parish
- Possess or be able to obtain a Tennessee administrator license.
- Prior supervisory experience preferred.

Additional Qualifications:

- Possess a thorough understanding of the teachings of the Catholic Church, particularly as they relate to education.
- Committed to Catholic schools and their role in the educational ministry of the church.
- Possesses integrity and conviction.
- Ability to identify and affirm gifts and talents in others.
- Ability to direct and supervise as required by the Office.
- Public speaking skills.
- Possess strong administrative and organizational skills, especially in the areas of strategic planning, financial management and leadership development.
- Demonstrated interpersonal and communication skills, in particular the ability to articulate complex, and at times emotionally charged, issues with clarity, empathy, and accuracy.
- Ability to work collaboratively and as a leader of a team in evaluating principals; financial and personnel problem solving; and otherwise offering professional advice to pastors, principals, and the bishop.
- Regular work attendance.
- Position requires weekend and evening meetings, programs, board meetings, etc., around the diocese.
- Ability to successfully pass a background check.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, climb stairs, reach with hands and arms, talk, and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment.