

**ARCHDIOCESE OF SAN FRANCISCO
DEPARTMENT OF CATHOLIC SCHOOLS**

TITLE: Associate Superintendent for Governance

REPORTS TO: Superintendent of Schools

STATUS: Regular Full Time, Exempt

PRIMARY OBJECTIVE OF POSITION:

The Associate Superintendent for Governance is primarily responsible for providing leadership and support to administrators and teachers in the Alliance of Mission District Schools (AMDCS), schools in the shared governance model, and schools run by the Department of Catholic Schools. The Associate Superintendent works collaboratively with the Administrative Staff to implement the Mission and Goals of the Department of Catholic Schools.

MAJOR RESPONSIBILITIES:

1. Investigate and Implement a Revitalized Mission and Purpose for the Alliance of Mission District Catholic Schools

- Work closely with the Superintendent to create an AMDCS Task Force to reimagine and revitalize the AMDCS in regards to new governance, academic, financial, and organizational structures
- Collaborate with the DCS to identify additional schools that would benefit from inclusion in the AMDCS
- Collaborate with the school principals and support them through the AMDCS transition.
- Develop best practices for the AMDCS
- Work closely with the Associate Superintendent for Curriculum & Instruction to oversee the academic program and AMDCS monthly professional development.
- Support an evidenced-based culture to capture data on student achievement and outcomes
- Build connections between and amongst the AMDCS school communities.
- Redevelop the AMDCS Development Board.
- Work closely with AMDCS Development Coordinator to host and promote AMDCS with potential benefactors and donors.
- Be a regular presence at the AMDCS schools

2. Support the Principals in Approximately Ten Regional Archdiocesan Elementary Schools that are Governed by the DCS or share Governance with the DCS.

- Assist elementary principals in the implementation and subsequent assessment of a variety of Catholic Identity practices, including the Catholic Identity Factors as part of the Western Catholic Education Association (WCEA)/Western Association of Schools & Colleges (WASC) Accreditation process.
- Sit on the School Boards of each school as an Ex Officio member
- Sit on the finance committee of each school
- Work closely with the pastor that shares governance of the school

- Support principals in meeting their day to day responsibilities as Catholic school administrators.
- Troubleshoot student and parent issues in conjunction with the Human Resource & Legal departments of the Archdiocese.
- Ensure compliance with federal, state, local and archdiocesan policies and procedures.
- Work with principal and other elementary school staff on enrollment management.
- Evaluate principals within the assigned regional Archdiocesan elementary schools.
- Chair the principal hiring committee when a change of leadership occurs.

3. Support the Efforts of the Superintendent and the Department of Catholic Schools

- Participate in the process for annual school visits.
- Review and approve school calendars annually.
- All other duties as assigned by the Superintendent of Schools.

Qualifications:

- A believing and practicing Catholic
- Possess an advanced degree
- Minimum of three to five years as a Catholic elementary or secondary administrator
- Successful experience as a school leader in an urban environment preferred
- Strong ability to plan strategically and then execute these plans with attention to detail.
- Capacity to manage multiple tasks and taking the initiative to develop solutions to problems with limited supervision, time, and resources
- Skills in the application of computer software and technologies to support teaching and learning
- Excellent verbal and written communication skills
- Excellent relationship skills

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.

Please submit cover letter, resume and completed application to Christine Escobar, Human Resources Manager at careers@sfarch.org or call 415-614-5579.