



CATHOLIC DIOCESE OF KALAMAZOO

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Kalamazoo, MI 49007
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www.diokzoo.org

Job Title:	Superintendent of Schools	Job Category:	Salaried
Department/Group:	Office of Schools	Reports to:	The Vicar General & The Bishop
Location:	Diocesan Pastoral Center (no remote work option available)	Travel Required:	Some travel required
Level/Salary Range:		Position Type:	Permanent Full Time

Job Purpose:

Under the direction of the Bishop of the Diocese of Kalamazoo, this position oversees all aspects of governance for the schools of the Diocese of Kalamazoo. The Superintendent ensures a Catholic learning environment that provides and fosters quality academic programs. The Superintendent is responsible for the implementation of the goals and objectives of the Bishop.

Major Responsibilities:

- The Superintendent will work closely with the pastors, pastoral administrators and the principals by providing guidance on short and long-term goals, educational and instructional standards, continuing formation and certification of teachers, staffing issues and other issues related to school operations.
- Promote Catholic Education
- Develop curriculum guidelines for Catholic schools in the Diocese of Kalamazoo.
- Provide opportunities and assistance for principals and school staffs, i.e. New Principals' Program, Professional Development Committee, Schools Accreditation Program and LCAB training.
- Recruitment, selection and evaluation of principals.
- Evaluate school performance and hold building administrators accountable to continuously improve performance on accreditation process.
- Accountable for employee development.
- Generate school-related reports and studies as requested.
- Serve as the primary diocesan contact for issues involving Catholic schools in the Diocese of Kalamazoo.
- Visit Catholic schools regularly and provide reports as requested.
- Resolve school disputes that cannot be solved at the local level.
- Oversee the operation of all Catholic schools in the Diocese of Kalamazoo to comply with State of Michigan accreditation standards.
- Oversee implementation of all diocesan-wide standardized testing and curriculum programs
- Provide schools with appropriate guidelines (policies and rules) which comply with diocesan and canonical regulations.
- Organize and facilitate on-going meetings of school principals.
- Monitor the evaluation processes of school principals and teachers.

- Be an accessible resource for and provide guidance to school administrators on matters pertaining to the governance and operation of schools.
- Communicate and provide resources to all Catholic school principals in the Diocese of Kalamazoo when there are changes with state and federal regulations.
- Work with the Diocesan attorney and Human Resources on updates to the Schools Policy on an annual basis.
- Work closely with the appropriate Human Resource officer on any school related issues.
- Set and implement vision, goals and philosophy for the Office of Schools.
- Set and maintain the budget for the Office of Schools.
- Oversee and evaluate the staff within the Office of Schools.
- Serve as a member of the Bishop's Leadership Team, Michigan Association of Non-Public Schools Board, Michigan Catholic Conference Education Committee, Michigan Association of Non-Public Schools Accreditation Board and any other committees as assigned.
- Various projects and tasks as assigned.

Skills/Qualifications:

- State of Michigan teaching certificate along with teaching experience.
- Minimum of a Master's degree in Educational Administration or a similar area. PhD preferred.
- Catholic in good standing.
- Team player
- Detail & deadline oriented.
- Strong organizational skills and ability to prioritize tasks.
- Must possess a high degree of confidentiality and professionalism.
- Strong verbal and written communication skills
- Must be courteous, hospitable and welcoming in attitude.
- Experience with Google Suite
- Proficient in Microsoft Office
- Experience with Flocknote or willingness to learn.

Experience:

- Minimum of five years of successful experience in the operation of elementary and/or secondary schools, preferably in a Catholic School, as a principal or superintendent.
- Classroom teaching experience.

Other:

- This job summary is intended to describe the functions and nature of work performed by the person assigned to this position. It is not intended to describe all responsibilities, duties and skills required. Regular, reliable attendance is an essential function, and all employees are required to follow any other job-related instruction and perform any other job-related tasks as requested by their supervisor.

- While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, climbing stairs, and bending while filing.
- This position is located at the Catholic Diocese of Kalamazoo Pastoral Center and will require travel to other diocesan offices as required by position responsibilities and/or diocesan management. This position will be exposed routinely to typical office noise levels and/or exposure to various weather conditions.

Applications, cover letters & resumes should be submitted to: twachterhauser@diokzoo.org