

**Archdiocese of Louisville  
Position Description**

<b>Staff Member</b>	<b>Agency</b> Office of Catholic Schools
<b>Position Title</b> Superintendent of Schools	<b>Number Supervised</b> 6
<b>Accountable to</b> Vice Chancellor of Administration	<b>Status</b> Exempt X
	<b>Minimum Hours Per Week</b> 35

**I. Position Summary**

Provide overall leadership, direction, and support to those engaged in the ministry of Catholic school education through consultation and cooperation with archdiocesan personnel and school leaders to foster quality Catholic school education.

**II. Primary Duties and Responsibilities**

Policy and Programs

- Maintains overall responsibility for the programs and services administered by school team personnel.
- Provides overall leadership, direction, and support to Catholic schools in collaboration with archdiocesan staff, pastors, and school leaders.
- Is responsible for the formation, promulgation, and interpretation of policies pertaining to the operation of Catholic schools, and overseeing school/parish compliance with established policies.
- Maintains responsibility for compliance with state, federal, and grant program regulations for programs and services to non-public schools.
- Coordinates communication and public relations pertaining to system-wide initiatives, school programs/services, and pertinent issues/information.
- Represents archdiocesan schools at local, state, and national levels when appropriate.
- Prepares OCS budget and monitors expenses pertaining to programs, services, and professional development.
- Works with OCS personnel to establish annual goals.

Personnel

- Provides leadership to OCS staff including supervision and evaluation, management and delegation of responsibility in the planning and implementation of programs.
- Interviews and recommends personnel to be hired for OCS positions.
- Establishes relationships, collaborates, and maintains communications with other archdiocesan staff who serve Catholic schools.

### Specific Responsibilities

- Participates in Agency Directors' meetings
- Plans and implements the following meetings: Schools Consultative Council (SCC), Elementary/Secondary Principals' Meetings, Heads of High Schools' Meetings, Priority Schools Meetings, High School Leadership Meetings, OCS Meetings
- Disseminates school health, safety, and emergency planning information
- Member of Catholic Conference of Kentucky (CCK) Education Committee
- Member of Kentucky Non-Public Schools Commission (KyNPSC) and oversees accreditation process for Archdiocese of Louisville Catholic schools
- Oversees Title I and Title III federal program implementation and supervises OCS staff who oversee Title II, Title IV, and IDEA federal program implementation
- Coordinates SEVIS Non-Immigrant Student process

### **III. Position Qualifications and Competencies**

- Master's Degree in Educational Administration
- Experience in Catholic school administration
- Establishes and communicates a vision for Catholic school education that is shared and supported by the faith and school communities
- Creates, nurtures, and sustains a Catholic school culture conducive to faith formation, student learning, and professional growth
- Effectively manages organizational structure, operations, and resources to create safe, efficient, and effective Catholic school learning environments
- Collaborates with archdiocesan staff, school leaders, and faith communities to respond to diverse interests and needs by mobilizing community resources
- Acts with integrity, fairness, and in an ethical manner consistent with Catholic social teaching
- Understands, responds to, and influences the larger political, social, economic, legal, and cultural context to ensure quality Catholic school education
- Must be an effective communicator
- Must be an active, practicing Catholic