



ARCHDIOCESE OF MIAMI

Office of Human Resources

The Office of Catholic Schools of the Archdiocese of Miami has an opening for the position of **Associate Superintendent for Academics** for the 2022-23 school year. This position reports directly to the Superintendent of Catholic Schools and is responsible for fostering excellence in teaching and learning in Catholic schools through the support of educational and instructional initiatives, curriculum development, teacher recruitment, federal programs, and student support programs to foster inclusion and technology. This position supervises the Director of Continuous Improvement and the Coordinator of Certification.

The Associate Superintendent for Academics joins mission-driven team members who are passionate about Catholic education and formation of approximately 35,000 children in the archdiocese's 61 Catholic schools in Miami-Dade, Broward and Monroe counties. The Associate Superintendent for Academics fulfills all duties and responsibilities and performs in a manner that is consistent with the mission, vision and values of the Catholic Church in the Archdiocese of Miami.

Schedule: Office hours are Monday to Friday, 7:30 A.M. to 4:00 P.M., flexibility required on evenings and weekends to meet the needs of the schools. This position works full-time on site at the Pastoral Center in Miami Shores, beginning July 1, 2022.

Key Responsibility Areas:

- Oversight and support of system-level educational and instructional programs in the Archdiocese of Miami.
- Oversight of the teacher observation and evaluation process, including training for principals and administrators.
- The defined curriculum standards of the Archdiocese of Miami, assuring that standards are understood and implemented in each school and revising or adopting new standards as necessary.
- Coordination of all system-level professional development programs for teachers and principals as they relate to academics and instruction.
- Fostering inclusive practices as they relate to special populations (e.g. high poverty, ESL/ENL, students with special needs, students who are academically advanced, etc.).
- Fostering the use of educational technology throughout the system of schools.
- Managing relationships with universities, publishers, and other professional development partners as they relate to teacher professional development, instruction, and assessment.
- Serving as Archdiocesan point-person for designated federal programs, ensuring that programs are fully and accurately implemented by Catholic schools.
- Recruitment and Retention of Teachers: Working with the Office of Human Resources on the system-level strategy to recruit teachers.
- Through staff, oversight of the certification process of educators, the Archdiocesan Student Information System (SIS), and other staff key responsibility areas
- Duties under each key responsibility area, additional duties as assigned.



ARCHDIOCESE OF MIAMI

Office of Human Resources

Qualifications:

- Master's Degree in Education (preferably in Leadership, Curriculum and Instruction, or similar Field), preference for Ed.D. or Ph.D. in Education.
- At least 5 years of experience in school leadership (Catholic school leadership preferred).
- State Certification as a principal and/or superintendent.
- Must be a practicing Catholic.
- Strong oral and written English-language communication skills, including clear speaking voice.
- Spanish-language ability preferred.

Other Knowledge, Skills, Attitudes

- Capacity to manage multiple responsibilities with competing deadlines
- Ability to form and maintain positive relationships with multiple stakeholders (e.g. pastors, principals, teachers)
- Strong customer service skills
- Excellent understanding of best practices in data collection/analysis and continuous improvement
- Strong aptitude in informational and educational technology
- Ability to work successfully with the Office of Catholic Schools team
- Ability to understand and serve diverse populations
- Possesses integrity, diligence, and dedication to the Catholic educational mission of the Archdiocese of Miami
- Must be supportive of the mission and tenets of the Roman Catholic Church.
- Must have a professional demeanor.

To apply: Send resume and cover letter to Dr. Jim Rigg, Ph.D., at careers@theadom.org.

Subject line should read: Associate Superintendent of Academics

NO PHONE CALLS PLEASE