



# ARCHDIOCESE OF MIAMI

## *Office of Human Resources*

**The Office of Catholic Schools of the Archdiocese of Miami** has an opening for the position of **Director of Continuous Improvement** for the 2022-23 school year. This position reports to the Associate Superintendent for Academics, providing oversight and support for all system-level assessment programs, school accreditation, and federal programs, thereby fostering a culture of continuous improvement amongst the Catholic schools.

The Director of Continuous Improvement 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 Director of Continuous Improvement 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 through 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:**

- All system-level standardized and formative assessments, including vendor relationships; implementation, maintenance of data and training and support for schools with local improvement goals.
- Data collection and analysis of non-academic data (e.g. Catholic identity/culture, enrollment, demographics, etc.).
- Coordination of the Florida Catholic Conference accreditation process in the elementary schools, including training and support to schools in accreditation.
- Oversight and coordination of the Archdiocesan Student Information System (SIS).
- Assistance to the Associate Superintendent for Academics in the design and implementation of system-level professional development programs for teachers and administrators.
- Duties under each key responsibility area, additional duties as assigned.

### **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 administration as a principal, assistant principal, or similar role (Catholic school principal experience preferred).
- State Certification as a principal.
- Must be a practicing Catholic.
- Good oral and written English-language communication skills, including clear speaking voice.
- Good Spanish-language spoken communication skills strongly preferred.



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## **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](mailto:careers@theadom.org).

**Subject line should read:** Director of Continuous Improvement

NO PHONE CALLS PLEASE