PLEASE POST

Notice of an Administrative Opening for
Associate Superintendent for Human Resources
Office of Catholic Schools, Diocese of Youngstown, Ohio

FROM: Mary Fiala, Superintendent of Schools

SUBJECT: Associate Superintendent for Human Resources

DATE: January 6, 2020

The Diocese of Youngstown is seeking highly qualified candidates for the full-time position of Associate Superintendent for Human Resources. This person is a member of the Office of Catholic Schools staff which provides oversight and support for 26 schools in a six-county area in northeast Ohio.

Reports to: Superintendent of Schools

Qualifications:

- Practicing Roman Catholic
- Strong commitment to the mission and ministry of total Catholic education and Catholic schools in particular
- Appropriate academic preparation, advanced degree in educational administration preferred
- Evidence of significant, successful teaching/leadership experience in Catholic schools
- Highly motivated with strong interpersonal and leadership skills
- Some high school experience preferred

Purpose of Position:
The Associate Superintendent supervises the teacher hiring and evaluation processes and coordinates the development and implementation of personnel policies. The Associate Superintendent oversees the state licensure process, supervises the Local Professional Development Committee (LPDC), and coordinates the Resident Educator Program. The Associate Superintendent works collaboratively with the Office of Catholic Schools to plan professional development and other projects to benefit the schools in the Diocese of Youngstown. Other responsibilities may be included at the request of the Superintendent of Schools commensurate with an applicant’s experience and skills.

Opening Notice: January 6, 2020

Deadline for Applications: February 4, 2020

Interview Date(s): To Be Announced

Effective Date: July 1, 2020

Send cover letter, resume, and three professional references to:

Ms. Mary Fiala
Superintendent of Schools
Office of Catholic Schools
144 West Wood Street
Youngstown OH 44503
mfiala@youngstowndiocese.org

Further information can be obtained by calling (330) 744-8451, extension 286.