



**DIOCESE OF
OAKLAND**



SUPERINTENDENT OF CATHOLIC SCHOOLS

The Diocese of Oakland is comprised of some 590,000 Catholics amid a total population of 2.7 million in the San Francisco East Bay counties of Alameda and Contra Costa. Bishop Michael Barber, SJ, was ordained as the fifth Bishop of Oakland in May 2013. There are 84 parishes in the Diocese. The Diocese sponsors 16 cultural centers and celebrates Mass in more than 17 languages.

In addition to the spiritual and social service missions of the Diocese is the mission to educate Catholic children and youth in the Catholic faith, inspiring them to live the Gospel of Jesus Christ, and nurture their minds, bodies and souls so they might achieve their highest academic and creative potential, and actively serve and enrich the community. Bishop Barber believes that “Catholic schools should be a place where people come to know, love and serve Jesus Christ and that school should be an extension of the ministry of the Church.”

Integral to Bishop Barber’s vision for the Diocese is the importance of Sunday Mass, the corporal and spiritual works of mercy, and forming Missionary Disciples. This, together with a strong Catholic Faith and respect for the teachings of the Catholic Church, including marriage and family life and the right to life at all stages, are of primary importance. The Superintendent together with Bishop Barber, will engage to further evangelize our school communities.

Despite challenging demographic shifts and financial constraints, as well as the pandemic, the Diocese maintains a vibrant presence in Catholic education. There are over 15,000 students under Catholic instruction in the Diocese at 38 elementary schools (32 diocesan and 6 Lumen Christi Academy schools), over 20 transitional kindergarten programs, 18 preschool programs, nine high schools (two of which are Diocesan, others of which are sponsored by religious orders), two Catholic colleges and several schools of religious formation.

The next Superintendent of Catholic Schools will lead continued growth towards innovative and academically excellent schools, advancing the mission of Catholic education through collaborative professional learning communities providing a rigorous and robust Catholic education. The Superintendent will discover extraordinary commitment and talent among principals, teachers, staff and volunteer leadership. There is profound and warranted pride in the educational accomplishments of the Diocese; there is also an authentic appreciation and recognition of the opportunities to be undertaken during the tenure of the next Superintendent, among which are:

Financial pressure on salaries, benefits and school-related services caused by the desire to maintain affordable tuitions, and the desire to offer parish-based school services to as many parishes as feasible.

- Creative and visionary need to promote academic excellence and ongoing faith formation that is inspiring and transformational formation.
- Shifting demographics, changing business models and increased school choice options.
- Changes nationally in traditional governance structures in diocesan school systems.
- Decreasing enrollment trends impacting sustainability.

REPORTING RELATIONSHIP

The Superintendent of Catholic Schools reports to the Bishop.

GENERAL SUMMARY OF ESSENTIAL PURPOSE

The Superintendent of Catholic Schools is appointed by and serves at discretion of the Bishop to be his liaison to the Catholic schools in the Diocese. In this position, the Superintendent is responsible to provide direction, services and leadership to ensure the Catholic Identity of and support for Catholic schools in the Diocese.

The Superintendent of Catholic Schools establishes a dynamic strategic planning process and ongoing systems of implementation and evaluation to ensure the realization of a vision for Catholic Schools that flows from the mission of the Diocese and the Church.

The Superintendent collaborates with principals and pastors to ensure the realization of this vision. Leads and manages the Department of Catholic Schools and, in collaboration with other Chancery leadership, advises the Bishop about issues and concerns relating to the wider Chancery and the Diocese as a whole. Promotes the four pillars of Catholic Schools: Catholic Identity, Academic Excellence, Leadership and Governance and Operational Vitality in all aspects of the Superintendent's responsibilities.

ESSENTIAL POSITION DUTIES

- Serve as the embodiment of Diocesan educational aspirations and as a highly visible voice promoting the schools to families, benefactors and strategic partners. Lead the development of outreach and marketing plans. Support the local efforts of parishes and schools to build

school visibility, to articulate the advantages of Catholic education, to attract local financial and volunteer support.

- Passionate, visionary, trusted, knowledgeable and wise resource to school leaders. Assist in promoting constructive relationships among the Diocese and the parishes, between pastors and principals, always with emphasis on the best interests of students and their families, focusing on school health.
- Promote effective models of governance; implement sound financial policies based on realistic budgets and work collaboratively to develop school models that ensure students a faith-filled, quality Catholic education while strengthening the long-term sustainability of schools.
- Accessibility to principals and pastors as a trusted resource and team-builder; commitment to mentoring and professional development, to regular performance evaluation, to be constructive and supportive, to exercise patience in personnel matters, and to be able to make difficult personnel decisions when appropriate.
- Provide research-based professional development on best practices to improve school programs and operations.
- Strive for equity and accessibility to academic excellence in all schools.
- Demonstrates intercultural sensitivity, appreciation of the value of diversity in an extremely diverse community, and an understanding of the challenges of primary and secondary education across a broad ethnic and socioeconomic spectrum.
- Assures effective stewardship of the Department of Catholic Schools through supervision of the staff, administration of the department's budget and oversight of the department in accordance with the diocesan policy.
- Collaborates closely with other diocesan offices and departments which respond to and assist the Department of Catholic Schools with its specific goals and objectives.
- Serves as a member of the Bishop's Administrative Council (BAC), and working closely with other leaders in the Diocese, participating as a key force in thinking about and articulating the strategic directions of the Diocese, and for being a valued collaborative and synergistic colleague in leadership to the Bishop and other departments of the Diocese.
- Assures the identification and ongoing development of strong Catholic school leadership which includes ongoing training, formation and evaluation of current principals and the identification and preparation of strong principal candidates for Catholic school administration.
- Maintain contact with the school principal to facilitate accountability to satisfy the guidelines and requirements for the Western Catholic Educational Association (WCEA), secondary schools.
- Reconvene the DCS School Board, a consultative body.

PROFESSIONAL AND PERSONAL QUALIFICATIONS

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Thorough knowledge of the principles and practices of Catholic education and school administration, planning, organization and personnel, along with knowledge of church organizational and operations procedures. Collaborative, results-oriented leadership style modeling excellence and accountability; sensitivity and diplomacy as a critically important change agent.

Ability to communicate effectively, both verbally (including oral presentations) and in writing; establish and maintain effective working relationships with employees, schools, parishes, vendors, and the public. Strong interpersonal skills, creativity, decision-making, use of discretion, teamwork, negotiation, service orientation, public relations. An active member of a parish community and in good standing with the Church, fostering the Church's mission. Independent judgment/action, presentation/teaching, training, mentoring, supervising, problem analysis and ability to support Parish/School relations are required. Must be able to handle multiple projects/priorities.

ESSENTIAL EDUCATION AND EXPERIENCE

Minimum Master's degree in Education/Administration or other advanced academic area and a minimum of 7-10 years successful Catholic school leadership and management experience including budgeting and staff supervision, with previous experience as a diocesan administrator; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above-described essential duties. Specific experience in a complex, nonprofit, multi-unit organization with service orientation. Demonstrated success working in a multicultural environment and promoting accessibility. Bilingual in Spanish a plus.

WORKING ENVIRONMENT

Position encounters a wide diversity of work situations and involves a high degree of complexity, as incumbent is responsible for advising and decision-making in many areas. Work is performed mostly in an office setting and through school visits. Employee is required to attend evening meetings, work long hours and do extensive close work. Employee is on-call in case of emergency.

COMPENSATION AND BENEFITS

Compensation to be comparable to other Catholic systems of this size in communities with comparable costs of living, competitive, negotiable based upon experience. Diocesan benefits include medical, dental/vision, diocesan sponsored retirement at 8% of salary, life insurance, short/long term disability and other diocesan benefits.

The Diocese of Oakland can be found at www.oakdiocese.org

APPLICATION PROCESS

Cover letter, Resume and References by April 9, 2021

Submitted to Gloria Espinoza, Associate Director Human Resources gespinoza@oakdiocese.org
(510) 267-8359

Note: Interviews to take place beginning the week of April 12th