Position Description

Title: Director of Mission, Catholic Identity and Academic Excellence

Reports To: Executive Director

EEOC Classification: Exempt - Full Time

Primary Function

Reporting to the Executive Director of the Lumen Christi Academies and collaborating with the Department of Catholic Schools, the Director of Mission, Catholic Identity and Academic Excellence is responsible for developing and supporting strategies that help Lumen Christi Academies embrace Catholic Identity that is rooted in Gospel values, centered on the Eucharist, and committed to faith formation, academic excellence and service. The Director will be an integral part of the executive management team and is expected to have regular and strategic interaction with educational leaders across all sectors. The Director will support continuous improvement efforts by actively partnering with school leaders, faculties, and families to enhance the educational experiences for school communities across the network. This position is an extraordinary opportunity for a dynamic and visionary organizational leader with exemplary people management experience to play a critical role committed to developing students and enhancing their spiritual, educational and life journey.

Duties and Responsibilities

- Enhance networks of collaboration at all levels of Lumen Christi Academies (7 school communities/60+ teachers) to advance excellence.
- Direct the development and continuous improvement of curriculum and instruction, and utilize school-wide data to plan for continued and sustained academic excellence and growth.
- Communicate new initiatives and/or changes to school programs to all constituents.
- Streamline assessment practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional practices.
- Coordinate professional learning communities to monitor individual, class, school and network-wide student learning through methods such as common assessments and rubrics.
- Assist with internal planning to implement blended/personalized learning strategies as well as social-emotional learning initiatives.
- Strategically integrate Social Emotional Learning initiatives (guidance services, wellness programs, behavior management programs, and ancillary services) that provide the necessary support for students to successfully complete the school program.
- Explore co-curricular and extra-curricular activities that will provide opportunities outside the classroom for students to further identify and develop their gifts and talents to enhance their creative, aesthetic, social/emotional, physical, and spiritual capabilities.
- Provide leadership for all aspects of Lumen Christi Academies’ instructional program, including academic standards, instructional quality, use of data/technology, professional development, and talent management.
- Champion and model the Lumen Christi Academies Framework for Teaching and Learning.
- Provide on-going support to principals to help them develop in their roles as instructional leaders.
- Provide oversight to ensure instructional lessons are consistently standards-based, objectives-driven, and effectively delivered with a focus on student mastery.
- Support principals’ plans for continual improvement of school culture and instruction.
- Engage principals in quarterly academic program analysis and manage annual and long-term school planning.
- Actively participate in recruitment, selection and development of the instructional team for Lumen Christi Academies.
- Collaboratively develop and outline an enhanced professional development plan for principals and teachers.

Skills and Abilities

- Outstanding leadership and management skills, particularly as it relates to building teams, promoting collaboration, managing conflict, goal setting, and holding people accountable.
- Affinity with, and passion for, the compelling mission of Lumen Christi Academies.
- Capacity to manage multiple tasks and to develop solutions to problems.
- Demonstrated success leading significant efforts to successfully close achievement gaps.
- Successful experience as a school leader.
- Strong ability to plan strategically and then execute these plans with attention to detail.
- Exceptional written and verbal communication skills, including the capacity to engage, inspire and motivate.
- High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook.
- Possess the utmost personal and professional integrity.

Education and Experience

- B.A degree with an emphasis in education, or public administration. Master’s degree preferred.
- Minimum of seven (7) years of experience as a principal or school leader in a high performing school serving a similar student population to the Diocese of Oakland.
- Experience with designing and integrating new and innovative educational models.

Interested candidates please submit letter of intent and resume to:
Department of Human Resources at gespinoza@oakdiocese.org

Position open until filled.

First review of applications: April 10, 2020