Title: Associate Superintendent for Leadership

Division: Chancellor

Department: Department of Catholic Schools

Reports To: Superintendent

Position Scope

● Inspire leadership for integration of Catholic faith and culture throughout the school community.
● Utilize data to inform best practices for effective leadership and engagement with stakeholders.
● Articulate and provide vision, leadership, and support for school operations and mission advancement.
● Collaborate with and support the Department of Catholic Schools in all endeavors to further the mission of Catholic education in the Diocese of Oakland.
● The Associate Superintendent for Leadership is an interactive role that includes frequent site visits to school campuses and ongoing engagement with principals in support of the stated areas of responsibility.

Primary Areas of Responsibility

The Associate Superintendent for Leadership will directly support principals’ leadership development and stakeholder engagement while partnering with the Department of Catholic Schools team to develop continual improvement systems for Diocese of Oakland Schools.

● Support Leadership Development
  ○ Facilitate First and Second Year Principal Mentor Programs.
  ○ Create Aspiring Leaders Program.
  ○ Assist HR with principal recruitment and retention.
  ○ Serve as DCS representation on Principal Search Committees.

● Strengthen Stakeholder Relationships
  ○ Cultivate positive home/school partnerships.
  ○ Nurture partnerships with the pastor, parish, alumni, and community organizations.
  ○ Empower advisory school board teams.
● Develop Continual Improvement Systems
  ○ Support fidelity to the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS).
  ○ Develop tools for school accountability aligned with the NSBECS.
  ○ Coordinate data inputs and organization of school success data.
  ○ Organize Principal evaluations.

Secondary Areas of Responsibility

The Associate Superintendent for Leadership will also support marketing initiatives and ancillary Department of Catholic Schools support programs.

● Advance Communications, Marketing, Branding and Enrollment Management
  ○ Oversee implementation of contract with professional support services.
  ○ Organize regular meetings for school-based marketing teams.
  ○ Provide support to marketing teams in terms of organization and access to resources.
  ○ Provide enrollment management support.

● Facilitate special programs support (as needed)
  ○ Coordinate Health and Safety Committee, working with Health Chairs to oversee annual updates and dissemination of information to school administrators and review annual school audits for compliance.
  ○ Coordinate and provide leadership for Preschool program development, licensing and oversight.
  ○ Coordinate and provide leadership for Extended Care programs.
  ○ Oversee ACE Teachers Program, coordinating with the University of Notre Dame and local school sites.
  ○ Collaborate with High School Academic Counselors and Resource Specialists in areas of student support services.
  ○ Assist principals and advocate for attaining fair and equitable access to federal funding; intercede with public school districts to facilitate funding when needed.
Requirements and Preferences

A practicing Catholic who will serve as a role model for students and adults, demonstrating humility, integrity, faith in God, and a commitment to service.

Education Required: B.A., CA Teaching Credential, Catechist Certification

Education Preferred: M.A., Administrative Credential

Experience Required: Five years experience as administrator in Catholic Schools. Experience utilizing data informed practices to drive school improvement. Experience developing and leading meetings and professional development.

Skills Required: Proven knowledge of National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS). Ability to maintain confidentiality and professional discretion. Strong relational, organizational and communication skills.

Other Required: Ability to provide own transportation; valid CDL and verification of auto insurance; availability to work evenings and weekends.

Please submit a completed CSDO Application and resume/CV to Gloria Espinoza, the Director of Human Resources (gespinoza@oakdiocese.org) by Friday, March 18, 2022.