

Archdiocese of Milwaukee

Position Description

Job Title: Associate Superintendent for Secondary Schools
Classification: 9
FLSA Status: Exempt
Division/Office: Catholic Schools Office
Department:
Reports To: Superintendent of Catholic schools
Standard Workweek: Full Time

General Responsibilities:

Impelled by the mission to advocate for children, the Assistant Superintendent for Secondary Schools assists the Secondary Schools in the Archdiocese of Milwaukee in the implementation of the Schools Strategic Plan of the Archdiocese and is directly responsible to the Superintendent of Schools.

Essential Functions:

- To identify, and when necessary, to provide programs, consulting service and networking opportunities (liaison) that preserve, promote and enhance the mission of secondary education in the Archdiocese.
- To implement a strategic plan as approved by the Archbishop
- To offer guidance to the Boards in the identification and assessment of potential Board members who are capable and willing to carry out the mission of the schools in accordance with the policies of the Archdiocese
- To assist the Boards in the identification and assessment of potential candidates for the positions of Principal and President of the school through resources, procedures, and participation on search committees
- To support, advise and nurture administrators
- Establish a presence in the various school assignments throughout the Archdiocese
- To explore and secure future resources for the growth and financial stability of the secondary schools in the Archdiocese
- To attend meetings of the secondary principals and secondary presidents
- To attend meetings of the boards of the secondary schools as needed
- To serve as a liaison to the Greater Milwaukee Catholic Education Consortium-GMCE

Job Description: Associate Superintendent for Secondary Schools

- To serve as the curriculum analyst, recruitment advisor and communications liaison for upper elementary and high school initiatives
- Collaborate with the Directors for the Centers of Excellence
- Collaborate with elementary schools on issues related to grades 5-12 articulation

To offer a program that will include, but not necessarily be limited to:

- Orientation of teachers new to the secondary schools in the Archdiocese
- Meetings of campus ministers and those involved in faculty faith formation
- An orientation session for new Board members
- A Forum to bring together the Boards of the secondary schools for the development of the Boards and to share with each other
- An annual retreat day for the Presidents and Principals
- Provide formative input to budget and marketing planning

Additional Responsibilities:

- Supervises Assistant in charge of Athletics, Transportation and Special Programs
- Oversees and coordinates textbook/technology program
- Liaison to the Wisconsin State Department of Education
- Liaison to Catholic Universities/Colleges and Higher Education Administrators
- Hire Assistants in charge of Athletics, Transportation, Facilities and Special Programs pending budget approval
- Technology analysis of enrollment data and NCEA reporting
- All other duties as assigned by the Superintendent of Schools

Relationships:

- Member of the Administrative Team of the Catholic Schools Office
- Collaborate with other Archdiocese offices (Chancery, Finance, Development, Information Technology, Communications, John Paul II Center etc.)
- Work with higher education administrators
- The successful candidate will have the opportunity to advance to the Director position of a Center of Excellence

Minimum Education and Experience:

- Master's degree in Education
- Five years school experience

- Administrative experience as principal or assistant principal is preferred

Job Description: Associate Superintendent for Secondary Schools

- Knowledge of Catholic Secondary education and educational methods and practices is also required.
- Must be a practicing Catholic.
- Experience in preparing and overseeing a budget
- Experience in using word processing, data base, and spread sheet software
- Ability to work with diverse groups (prefer fluency in English & Spanish)
- Must also possess a valid driver's license

Required Knowledge, Abilities and Skills:

- Knowledge of Secondary School Administration, Curriculum and Instruction
- Excellent oral and written communication skills
- Knowledge of Catholic Theology and Catholic Identity Implementation
- Excellent interpersonal skills
- Ability to inspire innovative educational best practice methods

Physical/Visual/Mental Demands:

Position requires the ability to react to fast paced environment; verbally converse with other individuals, move and lift objects of ten pounds. Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle. Physical requirements are consistent with those for sedentary work, which involves long periods of sitting, but may involve walking or standing for periods of time.

Typical Working Conditions:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Person in this position will typically work in an inside office environment; would work alone at times and frequently with a group; normal hours would be 40 hours per week, Monday through Friday between 8:00 a.m. – 5:00 p.m. Position requires occasional evenings and weekend hours.

Nature of Supervision Received:

Works under the direction of the Superintendent of Catholic Schools; also works independently within authority limits and experience level and maintains close communication with the Superintendent to keep the individual issues balanced with the larger community picture.

Judgment Exercised/Decisions Made:

Judgment is independently exercised on a daily basis always keeping the integrity of people, policy, procedure, and best practices in mind; communication with the Superintendent is essential for reasons mentioned above.

Financial Responsibility:

Responsible for effective use of time and budgeted resources.

Supervision Exercised/Number of Employees Supervised:

None initially. Goal to hire and supervise Assistants in charge of Athletics, Transportation, Facilities and Special Programs.

Job Description: Associate Superintendent for Secondary Schools

Written by:

Approved by:

Supervisor/Date

Division Director/Date

Approved by:

Executive Director/Date

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Reviewed by:

Director of Human Resource Services/Date