

**Diocese of Grand Rapids  
Role Description**

**SUPERINTENDENT OF CATHOLIC SCHOOLS**

The Office of the Superintendent of Catholic Schools, Diocese of Grand Rapids, has as its primary purpose to provide proactive leadership for the Catholic elementary and secondary schools of the Diocese. The Superintendent provides the vision to inspire and enable educators to integrate Catholic Faith with the learning process and ensure excellence in Catholic school education in order to achieve the fullest attainment of the educational mission of the Diocesan Church. The Superintendent is appointed and is delegated canonical authority by the Bishop of Grand Rapids and acts as the chief executive and educational officer for the Catholic schools with the guidance of the Diocesan School Board in the implementation of strategic plans and policies. As chief educational delegate and spokesperson for the Bishop, the Superintendent strives to promote the positive image of Catholic education and to gain support, understanding and resources to sustain the crucial role of Catholic schools both within the Church and the broader community. The Superintendent organizes and leads Catholic educators and lay leaders in providing opportunities for Catholic school students to be prepared for life in the Church and society through a strong basic and contemporary curriculum and through instruction and formation in the beliefs, values and traditions of the Roman Catholic Faith. The Superintendent maintains regular and effective communication with school leaders, enabling effective site-based management, providing crucial advice and counsel, building trust and consistency, and protecting the ownership interests and reserved powers of the Diocesan Church. The Superintendent manages the Department of Catholic Schools, and works closely with the Bishop and Diocesan staff, maintaining open and cooperative lines of communication for the coordination of the school matters with other Diocesan agencies.

***Accountability:***

- Accountable to the Bishop of Grand Rapids.
- Consults with the Diocesan School Board in the areas of responsibility delegated to the Board by the Bishop.

***Member of:***

Bishop's Cabinet; member *ex officio* and administrative officer to the Diocesan School Board, all Diocesan boards, committees and task forces on Catholic education and other boards and committees as appointed by the Bishop.

***Responsibilities:***

Faith Community Affairs

- Ensures that each school has appropriate and well-promulgated statements of philosophy, mission, and vision.
- Ensures that administrators, teachers and School Board members understand and are committed to the philosophy of Catholic education and the mission statement of the individual school.
- Ensures that administrators, teachers, and Board members fully understand the three-fold mission of Catholic education consistent with the Pastoral on Education, *To Teach as Jesus Did*, to:

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Faith Community Affairs (continued)

- a. Teach the Gospel message;
- b. Build community;
- c. Educate for service.
- Ensures that Catholic schools provide regular and frequent opportunities for worship through:
  - a. Eucharistic Liturgies;
  - b. Para-liturgical services;
  - c. Daily prayer;
  - d. Celebration of key Catholic feasts and Holy Days.
- Collaborates on the design and implementation of programs to enhance the development of spiritual life of Catholic school administrators, teachers and staff.
- Appreciates and supports the role of the Pastor in Catholic education.
- Works closely with the Diocesan Bishop and Pastors to articulate the importance of integrating elements of faith with the learning process through Catholic schools and promoting the importance of Catholic schools for the education of children in the Faith.
- Provides for the assessment of and enhancement of the Catholic identity of schools.
- Collaborates with religious educators to develop and promulgate a comprehensive religion curriculum for grades Preschool through 12, based on the standards of the *Catechism of the Catholic Church* and the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*.
- Provides for the formal assessment of student progress in religion.

Personnel Affairs

- Employs, supervises, assigns, and appraises the performance of Department of Catholic School personnel, overseeing all obligations of the central office in collaboration with the staff.
- Holds regular meetings with Department of Catholic School staff for planning and coordination of efforts.
- Provides standard employment agreements and role descriptions for Catholic school teachers and administrators (presidents, principals, vice-principals, deans, admissions directors, development directors, business managers, etc.).
- Provides standardized policies, procedures and forms for the performance appraisal of Catholic school administrators, based on clear role descriptions and goal-setting.
- Provides standardized policies, procedures and forms for teachers and support staff annual performance appraisals.
- Annually participates in the performance appraisals of all school chief administrators (Presidents or Principals).
- Ensures that school administrators carry out annual performance appraisals for all professional and support staff, based on clear role descriptions.
- Designs and implements orientation programs for all new administrators and teachers with emphasis on the expectations for education in a Catholic school.

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Personnel Affairs (continued)

- Designs and implements programs to ensure the development of future Catholic school administrators.
- Designs and implements programs to acquaint potential teachers and administrators with information on teaching in the Catholic school.
- Collaborates with administrators on the design and implementation of programs for the recruitment, hiring and retention of teachers.
- Assists Pastors in screening all applicants for Catholic school administrative positions and approves qualified candidates for referral to local search committees.
- Designs and implements programs to assist Pastors, Boards and search committees with the hiring of school administrators.
- Designs and promulgates appropriate grievance policies and procedures in accordance with Diocesan policy.
- Ensures that appropriate guidelines are developed with regard to teacher and administrator compensation and benefits in Conjunction with the Diocesan Department of Human Resources.
- Ensures that all schools within the jurisdiction comply with policies related to faculty, administration and staff compensation, including the provision for appropriate health insurance and retirement benefits according to Diocesan policy and in conjunction with the Department of Human Resources.
- Provides direct advice and support to Pastors and administrators in making appropriate and legal personnel decisions. (With the assistance of Diocesan legal counsel as needed.)

Business Affairs

- Manages the Department of Catholic Schools, including long and short-term financial planning and budgeting to support the Diocesan educational mission in conjunction with the Diocesan Department of Finance.
- Collaborates and cooperates with the Diocesan Chief Financial Officer in guiding the fiscal management of the schools.
- Develops and promulgates policies requiring each school to prepare and annually update long-range financial plans.
- Develops and promulgates policies requiring each school to prepare and submit annual operating budgets.
- Develops and promulgates policies requiring schools to submit annual financial reports to the Diocese.
- Develops and promulgates policies and procedures requiring schools to submit annual statistical reports and other reports required by the Diocese, NCEA, regional accrediting agencies, governmental agencies, etc.
- Oversees Diocesan reporting to NCEA, the state and other agencies.
- Develops standardized forms, policies and procedures for the financial management of schools and monitoring of finances on a monthly basis by administrators, pastors and board members in conjunction with the Diocesan Finance Department.

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Business Affairs (continued)

- Ensures that appropriate insurance coverages are provided for all schools within the jurisdiction in conjunction with the Diocesan Finance Department.
- Develops and administers a process for opening new Catholic schools and/or closing/consolidating schools.

Development Affairs

- Develops and promulgates policies requiring comprehensive development/institutional advancement plans and programs at each school, including the overall marketing of the school for image, enrollment and resources.
- Provides training opportunities in the area of Catholic school development for school administrators, support staff, board members and volunteers.
- Annually reviews the comprehensive development plan of each school.
- Provides guidelines for administrators, parent/teacher associations and School Boards with regard to their respective roles in fund-raising and development.
- Develops and promulgates policies requiring comprehensive enrollment management plans at each school as part of the comprehensive development plan.
- Develops and promulgates policies requiring comprehensive communication programs at each school as part of the comprehensive development plan.
- Participates in Diocesan development efforts and takes a leadership role in development efforts involving Catholic education.

Academic Affairs

- Collaborates with Catholic educators to develop and promulgate a comprehensive standards-based curriculum in all subject areas for grades Preschool through 12.
- Periodically visits each school to ascertain progress and needs and to offer personal counsel, support and assistance.
- Provides inservice training with regard to integrating elements of faith with the learning process, curriculum, accreditation, special needs, technology, leadership development, professional development, personnel and legal matters, etc.
- Ensures that appropriate academic assessment programs are carried out in order to monitor student progress and to evaluate and enhance curriculum and instruction.
- Provides for a recognized process of school assessment and school improvement focused on student performance.
- Provides standards, guidelines and support for the provision of education to students with special needs.

Student Affairs

- Provides policy guidelines for and requires the development of appropriate parent/student handbooks at each school.
- Provides inservice training for teachers with regard to educating the whole child – academically, socially, spiritually, and physically.

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Student Affairs (continued)

- Ensures that each school has appropriate and comprehensive safety and security plans in place.
- Ensures that each school conducts appropriate fire, earthquake, tornado, lockdown, and other safety and emergency drills on a regular basis as required by law.
- Ensures that each school maintains required student information, including permanent records, health forms, transfer forms, etc.
- Ensures through policy and procedures that schools adhere to ethical and safe standards in the conduct of all extra-curricular and co-curricular activities.

Legal Affairs

- Reviews and disseminates information with regard to legal requirements for Catholic schools.
- Provides guidance and support to pastors and school administrators with regard to legal issues, with the guidance of Diocesan legal counsel as needed.
- Ensures that each school maintains appropriate liability insurance in conjunction with the Diocesan Finance Department.
- Keeps the Bishop informed with regard to active, pending or potential litigation within the Catholic schools.
- Serves as liaison or “gateway” to the Diocesan attorneys for the schools, providing administrators with routine counsel on matters that do not require the direct services of attorneys.
- Maintains ongoing relations with the Diocesan attorneys with regard to board issues, administrator, teacher, support staff employment agreements, school liability and safety issues, and pending legislation.
- Keeps school administrators informed about pending legislation or government regulations affecting the schools.
- Facilitates political action by constituents on behalf of legislative issues of benefit to Catholic schools.

Board Relations

- Develops and promulgates appropriate models of lay involvement in school governance.
- Develops and promulgates diagrammatic depictions, descriptors and bylaws for School Boards.
- Plans and conducts annual training programs on board-related issues for board members and school administrators.
- Facilitates a strategic planning processes at the Diocesan and local school levels in conjunction with lay Boards.
- Develops and promulgates appropriate guidelines for Home and School Associations and other parent organizations.

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Board Relations (continued)

- Recommends Board members to the Bishop for Diocesan-owned schools and the Diocesan School Board.
- Meets regularly with, consults and provides professional leadership for the Diocesan School Board as administrative officer.
- Promulgates and implements Diocesan School Board policies as ratified by the Bishop.
- Serves as a member of the Bishop's Cabinet and actively contributes expertise in all related meetings and forums.
- Keeps the Bishop or his designee informed on issues of importance.
- Performs other duties at the request of the Bishop or his designee.

Canonical Administrator of Grand Rapids Catholic High Schools

- Carries-out the following reserved powers as delineated in the bylaws for the Board of Directors:
  1. Approval of the philosophy and mission statements for the school.
  2. Establishment of the Board of Directors as a Board of Limited Jurisdiction.
  3. Appointment of Directors.
  4. Approval of the bylaws for the Board of Directors.
  5. Approval for all capital improvements, additions, structural changes.
  6. Approval for all borrowings.
  7. Approval and ratification of annual operating budgets.
  8. Appointment of legal counsel and approval to initiate or defend litigation.
  9. Approval of auditing counsel.
  10. Oversight to ensure no alienation of Church property.
  11. Appointment of the President (Chief Executive Officer) based on the Board's recommendation.
  12. Approval of the Principals based on the President's recommendation.
- Canonical Administrator annual responsibilities:
  1. Review and approve foundational documents:
    - a. Philosophy;
    - b. Mission statement;
    - c. Vision statement;
    - d. Profile of the graduate at graduation.
  2. Review results of annual parent satisfaction surveys (required by Board of Directors).
  3. Review results of exit interviews (required by Board of Directors).
  4. Review guidance department reports:
    - a. School profile;
    - b. Report of graduate placements.

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Canonical Administrator of Grand Rapids Catholic High Schools (continued)

5. Review status report for progress on strategic plan.
6. Review long-range financial plan as updated.
7. Review and approve annual operating budget.
8. Review and approve audit report.
9. Review and approve, in consultation with Board of Directors, the management opinion letter provided by auditor.
10. Review and approve annual report.
11. Review of Board of Directors' self-evaluation.
12. Review schedule for Board of Directors in-service training/professional development.
13. Review nominations and review Board membership against criteria as provided in bylaws.
14. Review and update as necessary any policy ratification, procedure, or forms.
15. Conduct President performance appraisal process:
  - a. Review evaluation conducted by Board of Directors for President/CEO;
  - b. Review self-appraisal;
  - c. Consolidate Board, self, and supervisory appraisals and review with President.
16. Review achievement test results.
17. Review Accreditation report, materials, and action plans.
- Canonical Administrator periodic responsibilities:
  1. Review monthly enrollment management report:
    - a. Historical trends;
    - b. Current enrollment;
    - c. Attrition rates;
    - d. Enrollment projections.
  2. Review budget versus actual financial results – monthly and/or quarterly:
    - a. Statement of activities;
    - b. Statement of financial position;
    - c. Statement of changes in cash balance;
    - d. Accounts payable;
    - e. Accounts receivable.
  3. Review strategic plan updates/status report – quarterly.
  4. Review minutes of Board meetings.

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***Position Specifications and Requirements:***

Skills, Knowledge and Abilities:

- An active practicing Catholic in good standing with the Church who understands the need for collaborative leadership.
- A deep understanding and appreciation for the Catholic Faith, especially in areas pertaining to education, faith formation and human development.
- Good people skills and consensus-building skills.
- Excellent oral and written communication skills.
- Strong organizational ability and competence in effective management systems.
- Excellent leadership and supervisory skills.

Education, Training and Experience:

- Master's degree in School Administration required.
- At least five years of experience in Catholic educational leadership at the local and Diocesan level.
- State Administrative Credential or eligibility (preferred).
- Curriculum, evaluation, budget, personnel are necessary areas of competence.

Working Environment:

- Frequent evening and weekend work is required.
- Regular travel to parishes and schools is involved.
- There is regular access to confidential information, which must be safeguarded.