

DIOCESE OF BIRMINGHAM IN ALABAMA
Chancery

Position Title	<i>Associate Superintendent</i>
Office	<i>Catholic Schools</i>
Immediate Supervisor	<i>Superintendent of Catholic Schools</i>
Position Status	<i>Exempt, Full-time Regular, Benefits Eligible</i>
(Regular) Work Schedule	<i>Monday – Friday, 8:30 a.m. – 4:30 p.m.</i>

Position Summary:

The Associate Superintendent supports the Superintendent in maintaining a strong system of Catholic Schools who are Boldly Catholic, Academically Excellent, Rooted in Truth. The role of the Associate Superintendent is focused primarily in ensuring healthy, sustainable schools through supporting principals in their roles. The Associate Superintendent assists principals in developing and maintaining the school’s budget in accordance with Financial Guidance from the Catholic Schools Office (CSO), the Diocesan Financial Best Practice Guide, and in alignment with the needs and goals of the school principal, pastor, and Advisory Council. The Associate Superintendent meets and interacts regularly with each school principal in alignment with the vision and goals of the Superintendent of Schools and the Catholic Schools Office. The Associate Superintendent may serve in the Superintendent’s stead as needed or in the Superintendent’s absence.

The Associate Superintendent must be a team player who shares and participates in the vision and goals of the diocese and of the Catholic Schools Office, while following all diocesan and office policies, procedures and regulations.

Essential Functions:

- Assist the Superintendent in the administration of the Catholic schools of the Diocese of Birmingham
- Implement policies and standards
 - Maintain knowledge of diocesan, state and federal policies and standards
 - Assist principals in the implementation of policies and standards
- Leads continuous improvement processes for the Catholic Schools Office and ensures alignment at each school
- Facilitate diocesan-wide collaborative opportunities and resources to support continuous growth for staff, students, and schools
- Provide clarity in the role of Catholic school principal including the governance structure and policies and processes of the diocese and the Catholic Schools Office
- Support all principals with administrative, organizational, and operational processes
- Facilitate and support the principal professional goal setting process
 - Assist the principal in setting individualized professional growth goals annually
 - Support the principal in meeting those goals through measurable action steps

- Provide feedback, support, and coaching to principals throughout the goal process
- Support principals in the goal setting process for teachers and staff
- Support principals in their financial record keeping
- Assist schools throughout the budgeting process
- Act as a liaison for the Catholic Schools Office, the Diocesan Finance Office, and the schools to ensure implementation of financial best practices
- Facilitate the mentorship and induction process for new principals and new teachers
- Design and facilitate opportunities to foster discernment and formation for future leaders
- Work with principals to provide support for teachers and staff
- Analyze and utilize data to ensure schools with strong Catholic identity, academic excellence, and operational vitality in alignment with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools
 - Student Data
 - School Data
 - Diocesan Data
- Assist with the development and facilitation of CSO Events
 - Principals' Meetings
 - Formation Day
 - Catholic Schools Week
 - Aligning for Success

Additional Duties and Responsibilities:

- Set a regular schedule to support each principal through in-person visits as well as electronic and/or phone support
- Collaborate closely with the Superintendent, the Catholic Schools Office personnel, Chancery departments, pastors, principals, and school/parish locations
- Collaborate with the designated individual(s) in the Diocesan Finance Office

Required Knowledge, Skills, and Abilities:

- An accomplished leader with at least five (5) years of leadership experience in schools
- Minimum of three (3) years of experience in a Catholic school leadership role
- Advanced degree in the field of educational leadership or an equivalent discipline
- Practicing Catholic who models a Christ-centered life
- Background in Catholic school financial management and in the oversight of school facilities
- Knowledge of accreditation process and the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools
- The ability to build professional trust, partner with stakeholders, and lead collaboration within and among schools
- A commitment to continuous growth for oneself, others, and the ministry of Catholic education
- In-depth knowledge of school administration, current educational issues, school finance, federal programs, inclusive practices, and private school law

- Ability to act with professional discretion; works with and safeguards sensitive and confidential information
- Demonstrates ability to implement strategic initiatives, is forward-thinking, and is able to execute program development
- Strong interpersonal skills essential to work and communicate with people of all levels and backgrounds, including principals, staff, pastors, and clergy
- Maintains up-to-date personal certification for the diocesan Child & Youth Protection program

Job Conditions / Physical Demands:

(The following are representative of the physical capabilities that must be met by an employee and the working conditions that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to push, pull, lift, and carry items up to 30 pounds.
- While performing the duties of this job, employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists.
- Work is performed in an office setting, with periods of high stress.
- Employee is required to do extensive close computer work.
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel.

