

POSITION DESCRIPTION

Title: SMCS Superintendent
Reports to: SMCS Board of Trustees – Chairperson

Position Scope

The SMCS Superintendent, along with the SMCS President, provides visionary leadership of all of the schools in order to achieve the fullest attainment of the mission of SMCS. The Superintendent, along with the President, supports and promotes the system's long-range vision and plan for Catholic education and communicates and promotes Catholic values throughout the school community.

The SMCS Superintendent directs and supervises the SMCS Early Childhood Pre3 – 12th grade instructional programs providing leadership in the areas of curriculum development and implementation, instructional practice, professional development, assessment, and evaluation of educational effectiveness.

Relationships

- Reports directly to the SMCS Board of Trustees which includes the pastoral leaders
- Reports directly to the SMCS Board of Directors
- Supervises directly the school principals and any designated educational leaders
- Collaborates with the SMCS President to support the mission of SMCS
- Establishes meaningful relationships between parishes and schools, including but not limited to pastoral leaders

Administration & Institutional Advancement

- Serves as ex-officio, non-voting member of the SMCS Board of Trustees (BOT) and the SMCS Board of Directors
- Ensures the implementation of Diocesan and SMCS educational policies and procedures
- Identifies the need for and directs the development and implementation of educational policies and practices which require BOT approval
- Communicates responsibly and effectively with the BOT, providing in a timely and accurate manner, the necessary information for the BOT
- Develops with the President and the BOT a collaborative, long-range vision for the system
- Works in collaboration with the BOT and the President to establish, implement, manage, review, and update the strategic plan and initiatives
- Collaborates with the President in promoting and forwarding the SMCS mission
- Collaborates with the President in the oversight of the annual and long range enrollment plan
- Collaborates with the President regarding compensation and benefits

Fiscal Management and Stewardship

- Proposes a detailed “academic excellence” budget in accordance with curricular/co-curricular needs
- Shares responsibility with the SMCS President in the management of the SMCS budget
- Directs the process for annual salary review
- Cooperates with the President in addressing any legal matters
- Mentors and problem solves as needed to help achieve quality educational results.

Academic and Student Affairs

- Serves as a thought leader and driver for innovative learning and academic achievement
- Directs the development of curriculum to achieve academic excellence and exemplify what our Catholic faith teaches in all educational areas
- Plans and implements curriculum to meet current and long-range student needs
- Ensures that standards and benchmark development are aligned with system needs and mandates
- Directs the research and purchase of needed curricular resources
- Oversees the integration of technology in all areas of the curriculum
- Plans and implements professional development for all staff

- Oversees and ensures implementation of best practices in current pedagogy
- Supports the implementation of relevant and robust co-curricular offerings

Supervision and Evaluation

- Facilitates spiritual formation of faculty, staff and administrators to promote advancement of missionary discipleship
- Acts as an effective educational team leader
- Oversees clearly defined job descriptions for all educational and support positions
- Recommends the creation of new faculty, administrative and staff positions as deemed appropriate
- Collaborates with the President to authorize funding of educational positions
- Directs and approves the recruitment, interview, and selection of new faculty, administrative and school staff positions
- Ensures all SMCS educational staff members have performance evaluations
- Facilitates ongoing professional development for all staff as appropriate
- Determines, coordinates and implements all system student assessments
- Researches and implements best practices for grading and reporting student achievement
- Supervises the analysis of all relevant student data
- Coordinates regularly the evaluation of all course and co-curricular offerings

Community Engagement

- Fosters and maintains positive community relations and involvement
- Provides visible engagement in community activities and school co-curricular offerings
- Develops partnerships with key individuals and community organizations
- Works in collaboration with area religious leaders and other area schools

Required skills and personal characteristics:

- Models the life of a practicing Catholic
- Promotes the Catholic vision for SMCS and articulates its philosophy, goals and objectives for growth of SMCS as a faith community
- Possesses a proven desire to make a difference in others' lives
- Possesses a proven history of capable leadership
- Aspires to be a team player, facilitator and leader
- Possesses the ability to prioritize and manage multiple tasks efficiently and effectively
- Possesses integrity and discretion in handling sensitive and/or confidential information and situations
- Builds relationships, with a proven ability to inspire and persuade individuals for the benefit of SMCS
- Possesses flexibility to work both independently and collaboratively in complex situations
- Possesses excellent English language and high-level writing and presentation skills
- Uses data analytics proficiently to optimize learning
- Possesses a willingness to work flexible hours at a variety of tasks, including evenings and weekends when needed

Qualifications

- Practicing Catholic
- Master's degree in Educational Administration or its equivalent
- Administrator license required / Superintendent license preferred
- Administrative experience in a Catholic school setting preferred
- Prior teaching experience required

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the faith life of the SMCS community. I can perform the above duties with or without reasonable accommodation.

Signature: _____

Date: _____