

## **Associate Superintendent – Diocese of San Jose**

**The Diocese of San Jose Department of Catholic Schools is currently seeking an Associate Superintendent for the 2021-2022 school year.**

The Diocese of San Jose proudly serves 28 Catholic elementary schools, 6 Catholic high schools, and over 14,000 students within Santa Clara County. We believe that Catholic schools transform the lives of children and their communities, and we are excited about the opportunity that the future holds.

The Associate Superintendent is a transformational member of the Department of Catholic Schools (DCS) leadership team that supports all those who carry out the mission and ministry of Catholic schools. The DCS team is committed to ensuring the future of Catholic education in the Diocese through a focus on:

- Communion – nurturing a personal relationship with Christ and an encounter with one another; cultivating a strong Catholic culture; calling us together into one community as we leverage strengths, build shared knowledge, and collaboratively seek opportunities to further the mission of Catholic education
- Formation – recognizing that forming our children requires a commitment to the ongoing formation of all those who serve within our ministry; fostering leadership at every level; pursuing intentional, engaging, responsive instruction that ensures that every child is able to thrive
- Stewardship – embracing our responsibility to ensure that vibrant Catholic schools positively impact present and future generations; addressing issues of equity and accessibility; engaging in critical reflection and transparent, responsible use of data to support ongoing growth

### **The responsibilities of the Associate Superintendent include but are not limited to:**

- Collaborate closely with the Department of Catholic Schools team, Chancery departments, pastors, principals, and school/parish locations
- Design and facilitate diocesan-wide collaborative opportunities and resources to support ongoing adult, student, and school growth within the pillars of communion, formation, and stewardship
- Design, measure, and build collective capacity toward key metrics to strengthen and sustain the ministry
- Facilitate the accreditation process for elementary and high schools
- Support and supervise principals
- Conduct in-person and virtual site visits
- Analyze and respond to multiple forms of data
- Design and facilitate opportunities to foster discernment and formation for future leaders
- Facilitate the process for parent concerns to be voiced and brought to resolution
- Support schools with all applicable federally funded programs and state requirements
- Facilitate partnerships with universities and educational agencies
- Remain current on educational research and publications
- Develop and strengthen policies, protocols, and procedures that relate to Catholic schools

### **Qualifications:**

- Practicing Catholic with a strong commitment to the values, mission, and teachings of the Catholic Church
- Accomplished leader with at least five (5) years of leadership experience in schools
- Eagerness to collaborate with colleagues
- Ability to build professional trust, partner with stakeholders, and lead collaboration within and among schools

- Commitment to continuous growth for oneself, others, and the ministry of Catholic education
- Demonstrated experience with designing and leading professional development and building the capacity of others
- Exceptional communication skills
- Adept at collecting, analyzing, and responding to multiple forms of data
- In-depth knowledge of school administration, curriculum, instruction, assessment, current educational issues, nonprofit finances, and private school law
- Advanced degree in the field of educational leadership or an equivalent discipline

**How to Apply:**

Please submit cover letter and resume to [education@dsj.org](mailto:education@dsj.org).