

Diocese of Kalamazoo

Job Description

JOB TITLE: Associate Superintendent of Schools; Curriculum Director

DEPARTMENT: Secretariat of Catholic Education and New Evangelization

SUPERVISOR: Executive Director of Catholic Education and New Evangelization;
Superintendent of Schools

SUMMARY:

The Associate Superintendent of Schools, as a member of the Diocesan staff, is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values as identified in the Diocesan Mission Statement.

The Associate Director will assist the Superintendent of School in all activities which monitor, support, and evaluate the efficiency and effectiveness of Diocesan schools. Is responsible for overseeing curriculum issues in all Diocesan schools.

ESSENTIAL DUTIES:

- Assists in the development and implementation of goals and objectives for the Office of Catholic Schools.
- Oversees certification for Catholic schools' personnel.
- Oversees the standardized testing program for Catholic schools and assists schools in using test data to improve instruction.
- Collects and analyzes high school test data when available (ACT / SAT)
- Researches and studies educational trends in curriculum development.
- Assists principals and school staffs in local curriculum implementation.
- Plans and implements the annual New Teacher Program.
- Plans staff development activities in curricular areas as needed.
- Assists the Superintendent in projects, programs, meetings, and committees.
- Oversees compliance in regard to asbestos, certification, calendars, etc.

ADDITIONAL DUTIES:

- Participates with members of the department in workshops and in-service trainings.
- Assesses curriculum needs of the Diocese.
- Assists in selecting textbooks, making samples available to curriculum committees as needed.
- Performs other job-related duties as collaboratively determined and within the limits of time, energy, and priorities.

Qualifications:

- Masters Degree (MA) or greater in Education or related field.
- Minimum of five years teaching and administrative experience in a Catholic school.
- Must possess leadership, organizational and interpersonal skills.
- Ability to organize, plan, think creatively, administer programs and make decisions.
- Must adhere to the teachings of the Magisterium of the Catholic Church
- Ability to work collaboratively in a team environment.
- Ability to pass a background check

Application Process:

Applicants are to submit the following:

- Cover letter outlining general qualifications for the position
- Resume
- Letter of recommendation from current pastor on parish letterhead
- College transcripts
- List of three to five professional references.

The above is to be submitted to Margaret Erich, Superintendent of Schools, either electronically at merich@diokzoo.org or through U.S. Mail to 215 North Westnedge Avenue, Kalamazoo MI 49007 no later than November 16, 2017.

Diocese of Kalamazoo Job Posting

The Diocese of Kalamazoo is hiring for the position of Associate Superintendent of Schools for the Secretariat of Catholic Education and New Evangelization. The Associate Superintendent will have responsibility for the development, implementation, and assessment of curriculum in the twenty-three Catholic Schools within the Diocese of Kalamazoo. In addition, the person holding this position has oversight of compliance issues, is responsible for the training and support of teachers new to the diocese, and other projects / duties as assigned.

The successful candidate will be a practicing Catholic in good standing with the Church, possess strong leadership skills, be knowledgeable of Catholic Schools, have excellent written and oral communication skills, and have a minimum of a Master's Degree in an educational field.

The Associate Superintendent reports directly to the Executive Director of the Secretariat for Catholic Education and New Evangelization.