

Catholic Diocese of Baton Rouge

Superintendent of Catholic Schools

Full-Time

General Statement of Duties

The Superintendent of Schools, appointed by the Diocesan Bishop, is the chief administrative officer of the elementary and secondary schools in the diocese and of programs that come under the jurisdiction of the Catholic Schools Office (CSO). Collaboratively provides leadership and support for schools throughout the Diocese of Baton Rouge in fulfilling the Vision of Evangelizing Hearts, Educating Minds, and Embracing the Future and the mission of the CSO, to foster positive communication among all stakeholders, promote effective curriculum and instruction, responsible coordination of resources, and acknowledgment of outstanding service and accomplishment.

The Superintendent identifies and prioritizes the goals and objectives of the school office in accord with the Diocesan Bishop, diocesan mission and works in collaboration with related diocesan services and the Diocesan Advisory School Board. The Superintendent, as appointed by the Diocesan Bishop, provides administrative support and consultation to pastors and principals on issues arising in Catholic school education, including providing direction and guidance on long and short-term planning, budgeting and financial issues, educational and instructional standards, continuing formation for faculty and administrators, contractual issues, school discipline and other issues related to the operations and management of catholic schools.

Education and Experience Requirements

- Possess a master's degree in education, doctorate in education preferred, with necessary credentials to be certified as a principal under Louisiana State Department of Education standards.
- A minimum of ten years of successful experience in the teaching and administration of elementary or secondary schools, in a Catholic school system and five years minimum as a principal or superintended is required.
- Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community and must hold a philosophy of education consistent with this Catholic conviction.

Other Requirements

- Demonstrated ability to develop and implement strategic initiatives and program development.
- Strong analytical and problem-solving skills.
- Strong interpersonal skills essential with the ability to work and communicate with people of all levels and backgrounds, including clergy, pastors, and principals.
- Excellent verbal/written communication skills and presentation skills.
- Proficient in various computer programs to include current software being used by the diocese, i.e., Microsoft Office 365 (Word, Outlook, Excel, PowerPoint), the ability to learn and use Learning Management Systems, Database Management, email and other mass communication tools, Live Video conferencing and webinars and use of Social Media and Website as tools for communication, formation and development as well as other technology as it applies to the office's ministry and has the ability to innovatively promote the use of technology to further the goals of the diocese's catholic schools.
- Flexibility to work evenings and long hours when necessary.
- Must have a valid, current, driver's license and own reliable transportation.

Please submit resume and letter of interest to hr@diobr.org, deadline to apply is **February 25, 2022**.