

**ARCHDIOCESE OF SANTA FE
4000 ST. JOSEPH'S PLACE N.W.
ALBUQUERQUE, NM 87120**

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Assistant Superintendent of Schools
DIVISION: Pastoral Ministries
STAFF SUPERVISED: Secretary
STATUS: Exempt

WORK CONDITIONS: Lifting of light office equipment and materials, not to exceed 35 lbs.; travel throughout the Archdiocese in varying weather conditions; some evening and weekend work.

DUTIES & RESPONSIBILITIES:

The Assistant Superintendent is responsible for the coordination of instructional services for Catholic schools in the Archdiocese, including developing curriculum, coordination of testing programs and federal programs, assisting with staff development opportunities for principals and teachers, and other responsibilities required by the Superintendent.

QUALIFICATIONS:

- MA in education, to include supervision; experience as a principal and in curriculum development and supervision.
- Minimum of five years teaching experience and a minimum of five years as a Catholic School administrator.
- Ability to be certified as an Administrator in the State of New Mexico
- Solid praxis in theology and Roman Catholic traditions
- Skill in organizational development, administration, supervision, management, and staff development and training.
- Proficiency in practical application of educational and training theory to the methodology of teaching.
- Knowledge of New Mexico state and national standards, benchmarks, and educational issues.
- Knowledge of resources and materials related to curriculum improvement and development.
- Knowledge of Archdiocesan policies affecting both the religious and academic knowledge of students.
- Computer literate.
- Ability to project a professional, sincere and friendly manner.
- Ability to work well with staff and supervisors.
- Demonstrated sensitivity to a multicultural Church.

SPECIFIC DUTIES:

1. In work situation and dealing with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese and the Catholic Center.

Supervision

2. Assist with school visitations and the supervision process under direction of the Superintendent.

Curriculum

3. Establish and direct committees in the development of Archdiocesan curriculum guidelines which allow for continuous progress of students.
4. Approve textbook selection process in all elementary schools.
5. Assist and guide principals and teachers in the development, maintenance, evaluation, and improvement of school curriculum.
6. Provide leadership in the implementation of curriculum changes to ensure that the philosophy and instructional goals of the Archdiocese are met.

Testing

7. Determine, supervise, coordinate and analyze the results of the Archdiocesan testing programs. Train and supervise local test coordinators in the schools in approved testing procedures.

Accreditation Process

8. Assist the superintendent in providing support and direction in the accreditation process

Federal Programs

9. Serve on the Federal Title Advisory Boards
10. Oversee school technology plans and e-rate updates and applications.

Annual Events

11. Coordinate annual events of the Catholic Schools Office, including Character Counts, Faith Challenge Bowl,.

Collaboration

12. Assist the Superintendent in the development, organization, direction and implementation of in-service programs intended for the professional growth of staff members of the schools in the Archdiocese.
13. Assist teachers and principals in the licensure process for the State Department of Education.
14. Assist the Superintendent with Archdiocesan development efforts, including writing grant proposals.
15. Assist the CSO and individual schools in developing and implementing crisis management plans.
16. Provide counsel to the Superintendent with regard to school related issues.
17. Assists the Superintendent in interviewing personnel for the schools.
18. Maintain good public relations within the community to enhance the image of Catholic schools and solicit support for the policies, goals and objectives of these schools in the Archdiocese.
19. Perform other job-related tasks to ensure the efficient operation of the office, as requested by the Superintendent or Division Director.
20. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in areas where the Catholic Center needs require.

PAY STEP: 10 (35 hours per week with excellent benefits package

CONTACT: HR Director, 505-831-8130 or email at csalcido@archdiosf.org

POSTING DATE: July 19, 2010

CLOSING DATE: Open until filled.