

Archdiocese of Milwaukee

Position Description

Job Title: Associate Superintendent for Elementary Schools
Classification: 9
FLSA Status: Exempt
Division/Office: Catholic Schools Office
Department:
Reports To: Superintendent of Catholic schools
Standard Workweek: Full Time

General Responsibilities:

Impelled by the mission to advocate for children, the Assistant Superintendent for Elementary Schools assists the Elementary Schools in the Archdiocese of Milwaukee in the implementation of the Schools Strategic Plan of the Archdiocese and is directly responsible to the Superintendent of Schools.

Essential Functions:

- To identify, and when necessary, to provide programs, consulting service and networking opportunities (liaison) that preserve, promote and enhance the mission of elementary education in the Archdiocese.
- Collaborate with secondary schools on issues related to grades 5-12 articulation
- To implement a strategic plan as approved by the Archbishop
- To support, advise and nurture administrators
- Assess present school governance models and their effectiveness
- Review policy development practices
- Establish a presence in the various school assignments throughout the Archdiocese
- Develop on-going professional development/training programs
- Implement the principles of collaborative leadership, partnering and networking
- Research and apply best practices and trends as researched by the National Catholic Education Association and other appropriate agencies
- To serve as the curriculum analyst, recruitment advisor and communications liaison for lower (K-4) and upper elementary school initiatives
- Collaborates with the Directors for the Centers of Excellence

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To offer a program that will include, but not necessarily be limited to:

- Orientation of teachers new to the elementary schools in the Archdiocese
- An orientation session for new Board members
- Responsible for School Governance, Policies & Personnel designated by the Archdiocese
- Serves as liaison to Partners Advancing Values in Education, ACE and Choice
- Represent the Archdiocese of Milwaukee on the Wisconsin Council of Religious and Independent Schools in collaboration with the Academics and Faith COE Director
- Establish school viability factors and lead all collaboration and consolidation initiatives, school closings and openings
- Plan, organize, and facilitate on-going support seminars for Initial educators in years 1, 2, and 3 of their teaching careers, incorporation Catholic Identity (Standard 11)
- Plan/coordinate training sessions for mentors and PDP verification team members according to DFPI and archdiocesan policies
- Coordinate major components of the SPA process and chair the Accreditation Review Board
- Compile data regarding the Accreditation status of all the schools and insure appropriate records and correspondence is current
- Coordinate annual review of personnel policies and regulations pertaining to school and formation ministries
- Oversee New Principal & Teacher Orientations
- Oversee the annual revision of Teacher Handbook model
- Provide formative input to budget and marketing planning

Additional Responsibilities in Collaboration with other COE Directors:

- Hire Assistant in charge of Government Funded and Special Programs pending budget approval
- Supervise Assistant in charge of Government Funded and Special Programs
- Coordinate distribution of grants and scholarships
- Facilitate components of the “Safeguarding All of God’s Family” program as applicable within the functions of the Office for Schools
- Technology analysis of enrollment data and other NCEA reporting
- All other duties as assigned by the Superintendent of Schools

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Relationships:

- Member of the Administrative Team of the Catholic Schools Office
- Collaborates with other Archdiocese offices (Chancery, Finance, Development, Information Technology, Communications, John Paul II Center etc.)
- Works with secondary education administrators
- The successful candidate will have the opportunity to advance to a Director position of a Center of Excellence

Minimum Education and Experience:

- Master's degree in Education
- Five years school experience
- Administrative experience as principal or assistant principal is preferred
- Knowledge of Catholic Elementary education and educational methods and practices is also required.
- Must be a practicing Catholic.
- Experience in preparing and overseeing a budget
- Experience in using word processing, data base, and spread sheet software
- Ability to work with diverse groups (prefer fluency in English & Spanish)
- Must also possess a valid driver's license

Required Knowledge, Abilities and Skills:

- Knowledge of Secondary School Administration, Curriculum and Instruction
- Excellent oral and written communication skills
- Knowledge of Catholic Theology and Catholic Identity Implementation
- Excellent interpersonal skills
- Ability to inspire innovative educational best practice methods

Physical/Visual/Mental Demands:

Position requires the ability to react to fast paced environment; verbally converse with other individuals, move and lift objects of ten pounds. Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle. Physical requirements are consistent with those for sedentary work, which involves long periods of sitting, but may involve walking or standing for periods of time.

Typical Working Conditions:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Person in this position will typically work in an inside office environment; would work alone at times and frequently with a group; normal hours would be 40 hours per week, Monday through Friday between 8:00 a.m. – 5:00 p.m. Position requires occasional evenings and weekend hours.

Nature of Supervision Received:

Works under the direction of the Superintendent of Catholic Schools; also works independently within authority limits and experience level and maintains close communication with the Superintendent to keep the individual issues balanced with the larger community picture.

Judgment Exercised/Decisions Made:

Judgment is independently exercised on a daily basis always keeping the integrity of people, policy, procedure, and best practices in mind; communication with the Superintendent is essential for reasons mentioned above.

Financial Responsibility:

Responsible for effective use of time and budgeted resources.

Supervision Exercised/Number of Employees Supervised:

None initially. Goal to hire and supervise Assistants in charge of Athletics, Transportation, Facilities and Special Programs.

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Written by:

Approved by:

Supervisor/Date

Division Director/Date

Approved by:

Executive Director/Date

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Reviewed by:

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Director of Human Resource Services/Date