



## CATHOLIC SCHOOLS OFFICE ARCHDIOCESE OF BOSTON

### **Deputy Superintendent (FT), Catholic Schools Office, Pastoral Center, Archdiocese of Boston**

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The Archdiocese of Boston is the fourth largest archdiocese in the United States and is the spiritual home for more than 1.8 million Catholics. Since July 2003, Cardinal Sean P. O'Malley, OFM Cap., has led the Archdiocese. Centered in one of the world's great cities — Boston — and spread across 144 communities in eastern Massachusetts, the Archdiocese of Boston is an ethnically diverse and spiritually enriching faith community. Mass is celebrated in more than twenty different languages each week. More than 100 Catholic schools in the Archdiocese serve 34,000 students.

*Reporting relationship: The Deputy Superintendent reports to a newly appointed Superintendent of Schools, Thomas W. Carroll.*

#### **Responsibilities of the Deputy Superintendent include:**

- Helping lead the Catholic Schools Office
- Developing a high-quality program to recruit, prepare and mentor school leaders
- Developing a high-quality program of instructional coaching at the school level
- Reviewing and enhancing religious-instruction programs
- Enhancing mechanisms to monitor and improve school-level finances
- Identifying and helping schools implement effective practices for recruiting & retaining students
- Ensuring effective governance for schools with boards
- Analyzing school performance data and helping train school personnel to use data to inform and improve classroom instruction
- Developing and executing a comprehensive plan of professional development
- Motivating school leaders to embrace reform
- Ensuring outreach to immigrant communities and developing language proficiency within schools serving these communities
- Managing relationships with various stakeholders
- Identifying sources of government and philanthropic support
- Representing the Superintendent in various venues and events
- Other duties as assigned or requested.

#### **Qualifications:**

- Strong work ethic
- Ability to inspire others
- Advanced degree (an Ed.D, Ph.D or MBA preferred)
- Experience as a teacher or school leader
- Experience in Catholic schools preferred; experience/knowledge in multiple sectors preferred even more
- Strong writing ability
- Ability to work in a collaborative team environment
- A cheerful disposition

Compensation: Commensurate with experience and talent.

Contact: Send a cover letter and your resume or C.V. to [HR\\_Staffing@rcab.org](mailto:HR_Staffing@rcab.org).

Deadline: Friday, May 24, 2019