

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Office of Catholic Schools

POSITION: Executive Director of Catholic Schools

CATEGORY: Exempt Full-Time

SUPERVISOR: Vicar General & Corporate Board(s)

JOB SUMMARY:

The Executive Director of Catholic Schools for the Diocese of Sacramento will be a practicing, faith-filled Catholic with demonstrated experience in transforming and leading an organization. This person will have the personality, work ethic and integrity to inspire others to embrace change and perform at higher levels. The Executive Director will create an environment in which a strong Catholic identity and superior academics are expected and demonstrated in the lives of the administrators, teachers, and students. This visionary leader will aggressively explore means for supporting increased school enrollment and financial stability. He/she will be a sophisticated leader, skilled at fostering collaboration among diverse stakeholders, and will be the primary executive to the governing boards.

ESSENTIAL FUNCTIONS:

As Religious Leader:

- Encourages and models spiritual growth for all school staff, students, and families
- Passionate advocate for the future of Catholic education

As Visionary:

- Focuses on stability, increased enrollment, and long-term sustainability for all schools through innovative ideas that are supported by educational best practices and research
- Shapes a culture of high expectations for the Catholic School Department and all schools
- Ensures an environment which involves a high degree of job satisfaction for all school employees
- Excels at managing change through transparency and trusting relationships
- Creates an environment that fosters and sustains a coherent system of schools
- Innovates with products, models, and staffing to facilitate growth in challenging markets
- Is progressive and forward-thinking in integrating and utilizing technology in our schools to support learning and infrastructure

As Communicator:

- Serves as the face of Catholic education through regular communication with all stakeholders, such as governing boards, pastors, principals, teachers, parents, parishioners, benefactors and other strategic partners.
- Actively leads Catholic schools, through collaboration with governing board(s). Demonstrates proactive relationship building and availability with pastors, principals and governing board members.
- Works with the Catholic School Department staff to influence policies that benefit students and support improvement of teaching and learning
- Regular meetings with Catholic School Department staff for planning and coordination of efforts
- Periodically visits each school to ascertain progress and needs, and to offer personal support, counsel, and assistance

As Educator:

- Ensures that the schools, administrative leaders and governing board(s) fulfill the mission of Catholic schools
- Leads the organizational implementation of diocesan-wide strategies for student achievement
- Encourages and supports school administrators in their role as spiritual, academic, managerial and public relations leaders in their schools
- Provides leadership and support to the schools in their efforts to continue to offer quality religious and educational programs and activities
- Coordinates with and supervises the Associate Superintendents and Regional Directors to ensure the goals of the Catholic School Department Strategic Plan are actualized.
- Provides guidance to pastors and school administrators on matters (personnel, policy, procedures, etc.) affecting their school.

As Administrator:

- Responsible for the administration and supervision of educators in the schools of the diocese.
- Responsible for developing and maintaining an effective financial infrastructure to support Catholic schools in the area of financial management and sustainability.
- Aligns fiscal, human, and material resources to support schools.
- Supports three regional elementary school boards in their governance of the schools.
- Supports two high school boards in their supervision of the high school CEOs as ex-officio member and board supervisor.
- Demonstrates political sophistication, balancing interests skillfully while managing up to three regional school boards, Vicar General, pastors, Core team, and Bishop.
- Demonstrates skills as decision maker, problem solver, planning and change manager, conflict manager, and evaluator.
- Provides leadership on legislative matters with the California Catholic Conference on education laws and regulations.
- Collaborates with the California Catholic School Superintendents Committee on statewide issues.
- Works with the Diocesan legal counsel on all issues and matters needing legal advice.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree required; Master's Degree or equivalent preferred.

Experience: Minimum five years of demonstrated successful experience working in organizational management, business development, marketing and finance. Prior experience as a transformational change agent preferred.

Skills and Knowledge:

- High energy leader with an entrepreneurial spirit and proven skills in organizational management, business development, marketing and finance.
- Proven track record of leadership with successful results, including management of multiple teams.
- Understands and models servant leadership.
- Practicing Catholic with a passion for Catholic education.
- Capable of building strong relationships with individuals and organizations to advance the interest and mission of the Church.
- Capable of influencing outcomes in areas where the executive director lacks direct authority.
- Excellent organizational, interpersonal, oral and written skills.
- Exceptional ability to manage complex relationships and work well with a diverse set of communities, management styles and personalities.
- Background in education preferred.