

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPARTMENT:</b>	<b>Catholic School Department</b>
<b>POSITION:</b>	<b>Director of Mission Effectiveness</b>
<b>CATEGORY:</b>	<b>Exempt</b>
<b>STATUS:</b>	<b>Full-Time</b>

**SUPERVISOR:** Executive Director of Catholic Schools

### **JOB SUMMARY:**

The Director of Mission Effectiveness of Catholic Schools for the Diocese of Sacramento will be a practicing, faith-filled Catholic with demonstrated experience systemwide in mission effectiveness analysis. The director will assist with the administration of the Catholic school system in the Diocese of Sacramento, by collecting data through a variety of means and looking for ways to make systemwide and site-based improvements. With only general supervision, the director will be expected to carry out the essential functions of the position with independent judgment and discretion.

### **ESSENTIAL FUNCTIONS:**

- Conduct Renaissance Star training at school sites
- Create Renaissance Star data documents showing diocesan and school trends as compared to CAASPP
- Support ACRE testing throughout all diocesan schools
- Serve on state and diocesan committees
- Assist in the recruitment and selection process of attracting, training, and retaining a competent, committed, and diverse workforce in schools
- Develop and promote programs that focus on attracting, training, and retaining a high-quality workforce for the schools
- Develop and maintain a highly effective performance evaluation program for all school personnel
- Create a system wide talent and succession planning process and program
- Promote effective support for school staff by providing orientation and training, supporting performance appraisals, consulting with supervisors on personnel concerns, and ensuring proper documentation of personnel actions
- Serve as a resource to principals and schools regarding applications of personnel policies and procedures. Consults with legal counsel when necessary

#### **As Religious Leader:**

- Passionate advocate for the improvement and future of Catholic education

#### **As Communicator:**

- Share information about mission effectiveness and data analysis to various stakeholders
- Work with the Catholic School Department staff to influence policies that benefit students and support improvement of teaching and learning
- Attend regular administrative meetings with Catholic School Department staff for planning and coordination of efforts
- Periodically visit each school to ascertain progress and needs, and to offer support with mission effectiveness and data analysis

#### **As Educator:**

- Ensure that the schools, administrative leaders, and governing board(s) understand and effectively use the various data measures of the diocese
- Develop an organizational implementation plan of diocesan-wide strategies for student achievement
- Encourage and support school administrators with various data analysis, and recruitment and retention strategies
- Provide some guidance to school administrators on data and hiring matters affecting their school

**As Administrator:**

- Develop and maintain an effective system-wide data analysis of mission effectiveness
- Provide leadership on mission effectiveness through various committees
- Collaborate with other members of the Catholic School Department on a variety of projects and responsibilities

**MINIMUM QUALIFICATIONS:**

**Education:** A master's degree or equivalent preferred

**Experience:** Demonstrated experience in mission effectiveness preferred; other pastoral work experience desirable

**Skills / Knowledge:**

- Ability to perform essential job functions with only general supervision
- Collaborative team member with proven skills in mission effectiveness, data analysis and management, recruitment and retention management, and performance and evaluation management
- Understand and model servant leadership
- Prior experience with Mission Effectiveness preferred
- 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
- 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

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE