The Assistant Superintendent for Urban Catholic Schools is responsible for building strong relationships among community partners, the Department of Catholic Schools staff, and the principals, pastors, parents, and alumni of the seven urban Catholic schools in the Diocese of Oakland. This position will strengthen the capacity of the Department of Catholic Schools to provide for increased and targeted services to the urban Catholic schools to enhance marketing, development, curriculum excellence, and procurement of government funds, ensuring the schools’ long-term sustainability and growth. This Assistant Superintendent will be a key leader in the process of researching, developing and implementing a new governance model for urban Catholic schools in collaboration with the Bishop, Superintendent Pastors and Principals.

Reports to: Superintendent of Catholic Schools

RESPONSIBILITIES

1. Support, partner, and collaborate with urban Catholic school principals; organize monthly meetings, calendar dates for meetings and events, set agendas, and develop templates for monthly reports on enrollment, marketing, curriculum, school-based fundraising.

2. Lead the development and implementation of annual benchmarks toward 5 year outcomes for urban Catholic schools.

3. Oversee the fundraising efforts of Urban Catholic Schools, including the creation of annual funds, alumni organization and outreach, and individual site-based fundraising. Collaborate and coordinate with the Office of Mission Advancement.

4. Coordinate and assist with enrollment plans; support the development of local enrollment committees with assistance from the Diocesan School Board and monitor monthly timelines.

5. Partner with Department of Catholic Schools Marketing Consultant on school marketing plans and coordinate the marketing and public relations efforts among the community of urban schools.

6. Build and develop strong relationships with pastors of urban Catholic schools; engage pastors in frequent communication and collaboration; implement a plan for increasing the engagement of pastors in the mission of Catholic schools of the Diocese.

7. Build and develop strong relationships with urban Catholic high schools; set articulation meetings to discuss areas of strength and growth in academic areas; nurture partnerships among the schools including community service and outreach.
8. Develop and coordinate community and college/university partnerships; leverage church and community agencies and outreach to colleges to support the mission of the urban Catholic schools.

9. Collaborate with the Department of Catholic Schools Fiscal Controller and Assistant for the Urban Catholic Schools regarding shared resources and services; broker shared and individual resources including personnel, materials and contracts.

10. Provide data analysis of fall and spring norm-referenced testing; disaggregate data and share information regarding student growth and school trends; assist with goal-setting based on data analysis.

11. Act as Department of Catholic Schools liaison for the urban schools with UC Berkeley and the 21st Century Grant; coordinate collaboration between day school programs and after school programs; work with academic liaisons to ensure the strength of academic programs; assist schools to effectively identify and serve English Language Learners and students with Special Needs in the program.

12. Assist principals and advocate for urban Catholic schools in attaining fair and equitable access to federal funding; intercede with public school districts to facilitate funding when needed.

Qualifications:
The Assistant Superintendent for the Urban Catholic Schools is a practicing Catholic with a passionate commitment to the mission of urban Catholic education. Qualifications include

- Excellent leadership, management, strategic and organizational skills with a transparent and open style
- Detail orientation with a willingness to initiate action and engage in implementation
- Understands and respects the collaborative culture of urban Catholic schools
- Collaborates well with multiple and diverse constituents, both internally and externally; ability to build strong relationships with principals, pastors, parents, alumni, partners and Diocese of Oakland staff; ability to influence
- Exceptional communication skills, with proven ability to write effectively, speak persuasively, listen attentively and demonstrate cultural competence and sensitivity
- Experience and/or direct exposure to a variety of business functions (e.g., grants administration, communications, finance, accounting, procurement/purchasing, IT and human resources)
- Proficient with information technology.
Diocese of Oakland
Department of Catholic Schools
Assistant Superintendent for the Urban Catholic Schools

SALARY AND BENEFITS:
Salary commensurates with experience. Benefits include employee medical and dental/vision health insurance; retirement; sick leave; disability, social security, and unemployment insurance.

Accepting Applications until January 30, 2015

Please Submit Resume and Reference to:

Diocese of Oakland, Department of Catholic Schools
Sister Barbara Bray, SNJM, Superintendent
C/O Judi Garcia  jgarcia@csdo.org
2121 Harrison Street, Suite 100
Oakland, CA 94612