

Superintendent of Schools

Roman Catholic Diocese of Bridgeport

Overview:

The Superintendent of Schools is appointed by the bishop to serve as the chief academic officer and spiritual leader for the Catholic elementary and secondary schools of the Diocese of Bridgeport. The superintendent reports to and collaborates with the Vicar/Secretary of Catholic Education and Faith Formation.

Reports To: Vicar/Secretary of Catholic Education and Faith Formation

Supervises: Staff of the Office of the Superintendent
School Administrators

Secretariat: Catholic Education and Faith Formation

Classification: Exempt

Responsibilities include, but are not limited to:

- Collaborate with the Vicar/Secretary of Catholic Education and Faith Formation to find creative ways to strengthen Catholic education in all its forms across the diocese.
- Serve as the academic leader of all elementary and secondary schools under the direction of the Diocese of Bridgeport
- Chair the Diocesan Education Commission
- Oversee the compliance with diocesan policy as well as state and federal regulations and programs
- Collaborate with Fairfield University and Sacred Heart University on various partnerships and projects involving Catholic schools
- Serve as the liaison with other universities who seek to form partnerships with Catholic schools
- Collaborate with the bishop in the support of High School Episcopal Chaplains
- Identify best practices in the ongoing development of curriculum in the diocese
- Study and interpret internal and external data, trends and developments
- Provide leadership in student enrollment and retention
- Provide leadership in Advancement and Strategic Planning
- Serve on diocesan committees as needed
- Use technology and social media to advance the mission of Catholic education and schools
- Ensure that all staff in the Office of the Superintendent understand the mission and vision of the diocese, curia and secretariat and Office of the Superintendent
- Lead the staff of the office, school administrators and boards in the effort to establish financial viability and spiritual vitality in every Catholic schools

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- Work with the Vicar/Secretary to develop objectives, goals, plans and performance metrics for the Office of the Superintendent and its staff
- Provide ongoing feedback to staff in an atmosphere of continual improvement through an annual review process
- Communicate an exciting, inspiring vision for Catholic Education
- Identify best practices in Catholic schools and ensure content, process and training are accessible for staff of the Office of Superintendent, administrators and teachers
- Represent the diocese at events and meetings related to Catholic schools

Required Qualifications:

- An active practicing Roman Catholic, in good standing with the Church
- Ed.D. or Ph.D. in Educational Leadership
- In-depth knowledge of the teachings of the Roman Catholic Church and faithful adherence to the Magisterium
- At least five years of successful leadership in a diocese
- At least five years of successful teaching or school building leadership in a Catholic school
- Strong strategic, organizational, managerial, interpersonal and facilitation skills
- Excellent written, verbal, and communication skills
- Management style that is both collaborative and decisive
- Willing and able to be and hold others accountable

Interested and qualified applicants are asked to submit a cover letter and resume by February 29, 2016 to:

Most Reverend Frank J. Caggiano
Bishop of Bridgeport

Please attach the letter and resume to an email and send to Debra Charles, Executive Administrative Assistant to Bishop Caggiano: dcharles@diobpt.org

At the end of March, only those applicants selected for an interview will be contacted by the search committee. Finalists will be expected to provide official transcripts, Sacramental documentation, letters of recommendation and a list of current references.