



Superintendent, Catholic Schools

Diocese of Santa Rosa, CA is looking for a Superintendent of Catholic Schools

The Superintendent performs various administrative duties and responsibilities aimed at assisting the Bishop and Vicar General to administer Catholic education in the Diocese of Santa Rosa. In this capacity, the Superintendent provides administrative leadership and direction to parish pastors/parish administrators, school administrators and teachers regarding Catholic school policies and procedures, goals and objectives, and trends, issues and problems affecting Catholic schools and licensed preschools. Although not directly responsible for the financial or personnel management of schools, the Superintendent collaborates with pastors and school administrators regarding the financial condition of schools, their budgets, and employees.

Accountable for

- Clearly articulated Catholic school identity and increased visibility in the community
- Consistent policies and procedures across all schools
- Smooth execution of religious and academic education curriculum
- Supported principals and teachers
- Accreditation status of schools

Reporting to: Bishop of Santa Rosa

Status: Exempt

Time Commitment: Full-time, 35+ hours per week based on needs of the schools

Supervisory: This position has supervisory duties

For more information contact
Lori Norcia at lnorcia@srdiocese.org or
707-566-3322

This Is You

- Knowledge of Vatican II and the pastoral, catechetical, evangelical, and Catholic educational thrusts of the Church;
- Strong working knowledge of common educational models, interventions, curriculum, and systems;
- Hands-on leadership skills in an educational setting;
- Professional experience working in a classroom setting;
- Strong governing and administrative skills, abilities and knowledge in the field of Catholic education;
- Knowledge of California and federal private school laws and regulations; knowledge of Church governance;
- Exercises a high degree of maturity, integrity and good judgment; initiative; ability to work independently; and the ability to exercise discretion under broad administrative direction and in concert with the pastoral direction of the Bishop and Vicar General.
- Strong working knowledge of Catholic catechesis;
- Master's degree in education preferred;
- Catechist Certificate within one year of hire required;
- Proven record of leading schools to meet required educational standards; and
- Candidates must be active Catholics.