

Superintendent of Schools

Office of Catholic Schools

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The ministry of the Office of Catholic Schools (OCS) is to lead, motivate, serve, and challenge the Catholic Schools of the Diocese of San Bernardino. The Office of Catholic Schools is called to integrate the mission of the Church and the Vision of the diocese within our schools, in collaboration with our pastors and pastoral coordinators while promoting a strong Catholic identity and competitive academic program. The Office of Catholic Schools promotes safety for all students and embraces and fortifies an environment rich in cultural and ethnic diversity.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Provides support and direction for all Catholic schools in the areas of faith formation, quality and innovative educational programs, effective staffing practices, responsible financial management, compliance with applicable civil and Canon laws and local school planning.
2. Leads the Diocesan Educational Initiative (DEI) working with leadership in public schools, Universities and government to be an education advocate throughout the Diocese of San Bernardino.
3. Assures through a visible public presence and strong leadership of a strategic planning process, the effective operation and viability of Diocesan Catholic Schools.
4. Collaborates with Office of Catholic Schools (OCS) staff, Episcopal Vicars, pastors/pastoral coordinators and diocesan offices in the light of the Vision of the Diocese.
5. Supervises the positions of Associate Superintendent, Development Director, SBCES President and OCS staff assuring that procedures and processes are developed, implemented and maintained which fortify and promote Catholic Identity.
6. Nourishes a working, integrated relationship with the Bishops/boards and Diocesan ministries.
7. Works in close collaboration with the Catechetical Office in programs and events for best practices in support of the Religion Curriculum in Catholic Schools.
8. In collaboration with the Education and Welfare Board, Executive Council, Pastors and Pastoral Coordinators, assures the identification and ongoing development of strong Catholic school leadership which includes ongoing training, formation and evaluation of current principals and the identification and preparation of strong principal candidates for Catholic School administration.
9. Evangelizes, in collaboration with the Communications Office, by raising public awareness of the role and accomplishments of Catholic Schools as an important contributor to society.
10. Improving Diocesan school brand as measured by an increase in student enrollment, with specific focus on early education programs, technological innovation, student retention, support of diverse populations and Latino recruitment.
11. Achieving long-term sustainability and stability for all schools, through the adoption of effective governance models, implementation of sound financial policies based on realistic budgets and collaborative and transparent planning.
12. As a representative of the Bishop, provides direction to the diocesan high schools and regional schools.
13. Implementing Diocesan core values and cultural diversity.
14. Represents Catholic Schools at local, state and national meetings.
15. Other duties as assigned.

QUALIFICATIONS REQUIRED:

1. A Master's Degree in Education or related field. (Doctorate is preferred.)
2. Previous experience as a credentialed teacher and principal in a Catholic school. (Catholic school preferred and experience as an assistant superintendent is preferred.)
3. Experience in change management, team building and school improvement.
4. Experience in developing and implementing all aspects of school budgets.
5. Educational Technology literacy.
6. Self-starter, motivator, creative, flexible; ability to develop a network of professional contacts; professional demeanor; respects and understands the need for confidentiality and ethical behavior and abides by those principles.
7. Excellent analytical skills.
8. Ability to make effective and persuasive presentations on controversial or complex topics to Church groups, community groups and/or boards of directors.
9. Ability to effectively manage complex conflict situations.
10. Ability to interview, select and place qualified personnel.
11. Demonstrated success working in a multi-cultural environment. Bi-lingual (English/Spanish) and bi-cultural strongly desired.
12. An active member of a parish/faith community in good standing with the Catholic Church. (Letter of recommendation from your pastor or local ordinary upon request.)

WORKING ENVIRONMENT:

1. Ability to speak, hear and see.
2. Ability to travel locally 40% of the time.
3. Ability to travel nationwide 10% of the time.
4. Ability to work a minimum of (50) hours per week.
5. Ability to work weekends when required.
6. Ability to work evenings when required.
7. Ability to drive a vehicle. (need to pass DMV check)
8. Ability to use office equipment which requires repetitive hand/finger motions.
9. Ability to utilize telephone, including dialing, answering, hearing and speaking.

Interested candidates, please forward your resume with salary requirements to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdioocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.