

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 mission of the Office of Catholic schools is to embrace the Diocesan vision as we lead, serve, motivate and challenge our Catholic Schools to be strong in Catholic Identity - spreading the message of the Gospel, educating students with academic excellence, building community while maintaining the principles of stewardship in our preschools, elementary, and secondary schools in the Diocese of San Bernardino in order to advance the catechetical and educational mission of the Church.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Nourishes a working, integrated relationship with the Bishops/boards and Diocesan ministries.
2. Supervises the positions of Associate Superintendents and SBCES President assuring that procedures and processes are developed, implemented and maintained which fortify and promote Catholic Identity.
3. In collaboration with the Education and Welfare Board, Executive Council, Pastors and Pastoral Coordinators, oversees the hiring standards for all Diocese of San Bernardino Catholic School personnel.
4. As directed by Bishop ensures the safety and protection of the children in the Diocese Catholic Schools through compliance with all Diocesan, local, state and federal requirements.
5. Embraces a collaborative relationship with the broader community and civic organizations in order to better serve the needs of the community and our schools.
6. Oversees the development of a marketing plan for the ministry of Catholic Schools.
7. Assures compliance with all civil and Canon Laws pertaining to Catholic Schools within our diocese.
8. Represents Catholic Schools at local, state and national meetings.
9. As a representative of the Bishop, provides direction to the diocesan high schools and regional schools.
10. Supervises the Office of Catholic Schools.
11. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. A practicing Catholic.
2. A Master's degree in Education or related field. (Doctorate is preferred.)
3. Previous experience as a credentialed teacher and principal in a Catholic school. (Experience as an assistant superintendent is preferred.)
4. Experience in developing and implementing all aspects of school budgets.
5. Strong interpersonal and organizational skills at all levels.
6. Strong collaborative skills.
7. Intermediate computer skills essential.
8. Good public speaking skills.
9. Excellent analytical skills.
10. Ability to effectively manage complex conflict situations.
11. Excellent written and verbal skills.
12. Ability to interview, select and place qualified personnel.
13. Bi-lingual (English/Spanish) desired.

PHYSICAL REQUIREMENTS:

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.
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.