

POSITION OPENING

TITLE: Assistant Superintendent of Schools Eastern Area
SUPERVISOR: Assistant Superintendent/Elementary Schools
OFFICE/REGION: Office of Catholic Education
SALARY GRADE: E-7
FLSA: Exempt
EFFECTIVE DATE OF EMPLOYMENT: **July 1, 2012**

PRIMARY FUNCTION FOSTER and SUPPORT the on-going professional development of principals and administrators. ACT consistently with the mission and values set forth by the Secretary for Education/Superintendent and DEMONSTRATE an understanding of the mission by actively supporting and collaborating with peers within the Office of Catholic Education, the Secretariat for Education and Catechesis, other diocesan offices, and among principals, pastors, and teachers. BE ACCOUNTABLE for competent and thorough handling of duties and responsibilities; DEMONSTRATE good judgment, administrative follow-through, compliance with regulatory, personnel and administrative policies and directives, and required confidentiality.

QUALIFICATIONS

Personal: A practicing Catholic who: understands, supports, and can articulate the doctrinal and moral teachings of the Catholic Church especially as taught in Catholic schools; is committed to teaching mission of the Catholic church, the diocese of Cleveland and the Secretariat for Education; and is an articulate communicator able to execute directives with integrity and in a professional manner.

Professional: Demonstrates a working knowledge of sacred scripture, liturgy and sacrament, spirituality and prayer, tradition, and Canon Law. Evidences up-to-date expertise in curriculum development, effective teaching strategies, cognitive theories, competency and proficiency testing, staff development, current educational research, school law, State of Ohio minimum standards, and major educational reform initiatives. Understands the structure and working relationships of the Catholic Church at the parish, diocesan and national level. Demonstrates strong administrative and leadership abilities.

Educational/Experiential: An advanced degree in the field of educational administration, educational leadership, or equivalent educational discipline. At least three- five years of work experience as an administrator coupled, preferably, with previous diocesan-level experience.

Licensing/Certification Requirements: Standard Certification in compliance with minimum standards as set forth by State of Ohio, Department of Professional Development and Licensure. Valid State of Ohio driver's license.

DEADLINE: February 29, 2012
SEND APPLICATIONS TO: Donna Speagle; Diocesan Human Resources
FOR MORE INFORMATION: Contact: Anne Marie Woyma
Office of Catholic Education, 216.696.6525 ext 1890