

POSITION POSTING

TITLE: Associate Superintendent of Secondary Schools
SUPERVISOR: Secretary for Education/Superintendent of Schools
SALARY GRADE: E-9
STATUS: Exempt
EFFECTIVE DATE OF EMPLOYMENT: JULY 1, 2012

PRIMARY FUNCTION: This position exists to assist in fulfilling the mission of the Secretariat for Education and Catechesis: to commit our expertise, experience and energies to lead and assist those who carry out the educational ministries of the Diocese of Cleveland. In carrying out this mission, the incumbent is expected to promote a clear, shared understanding of the mission and to ensure the operational and financial administration of the diocesan-owned high schools (DOHS) and to provide consultation and facilitation to administrators of the privately owned and operated high schools in the diocese.

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; is an articulate oral and written 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. Institutional Advancement experience including but not limited to advisory boards, marketing and strategic planning. 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 in a Catholic High School coupled, preferably, with previous diocesan-level experience.

Licensing/Certification Requirements: 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: March 15, 2012
SEND APPLICATIONS TO: Donna Speagle; Diocesan Human Resources
FOR MORE INFORMATION: Contact, Wayne Uehlein
Office of Catholic Education, 216.696.6525 ext 2450