



Archdiocese of Newark

Office of Human Resources

Entering the
Third Millennium,
proclaiming in faith and love
the mission of
Christ the Redeemer!

POSITION DESCRIPTION

Position: Assistant Superintendent of Elementary Schools & Operational Vitality
Department: Schools Office
Reports To: Superintendent of Schools
Classification: Exempt

General Description

Responsible for supervision of elementary schools and coordinating efforts focused on the viability and sustainability of schools.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Support, supervise and evaluate elementary school principals in 20-25 schools
- Conduct school visits and prepare and submit reports of school visits
- Monitor the principals' compliance with Archdiocesan requirements
- Conduct annual performance review of assigned principals
- Oversees principals' implementation of the hiring and evaluation processes for teachers and school staff
- Communicates with parents, teachers and other community members who contact the Catholic Schools Office and serves as a liaison with the schools on any issues reported
- Assist and support principals in dealing with parent and staff concerns
- Collaborate with diocesan offices/departments on issues that affect Catholic schools; works with committees at the request of Superintendent.
- Maintain communication with pastors regarding pertinent school issues
- Collaborate with members of the Schools Office staff in providing principals with resources and support.
- Provide support for ongoing formation of school leaders
- Collaborate with the Director of School Business Services in monitoring principal's fiscal management of the school and address areas of concern
- Oversee school marketing and enrollment management efforts, and guide principals accordingly
- Serve as liaison for Middle States
- Provides school leaders with guidance and resources in the efforts to maintain and grow enrollment
- Manage the Archdiocese of Newark Catholic Schools website
- Oversee the Future School Leaders program
- Participate in the Schools Office screening process for principal candidates
- Coordinate the search process for principal openings in assigned schools
- Assist with the planning of Principal conferences and forums

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- Collaborate with other members of the Schools Office staff in planning and conducting the New Teacher Orientation program
- Attend archdiocesan principal meetings and forums
- Attend Archdiocesan Principal Council meetings
- Attend Middle States presentations as scheduled in assigned schools
- Attend school events as appropriate
- Assist with Schools Office operations in support of schools
- Other duties as assigned.

Qualifications/Skills

- Must be an active, practicing Catholic
- Strong commitment to the philosophy and teaching mission of the Catholic Church
- Demonstrated success in school leadership
- Excellent written and oral communication skills
- Strong interpersonal skills
- Sound knowledge of various aspects of school management
- Ability to collect and analyze data
- Strong decision-making skills
- Ability to collaborate with others
- Requires some weekend and evening hours, as necessary.
- Requires ability to travel within the diocese and periodically within the state

Education and/or Experience (Preferred)

- Minimum of a Master's degree in Educational Leadership, Administration/Supervision, or related field
- Principal or Administrator certification or Certificate of Eligibility preferred
- At least six years of successful experience in the role of school principal (preference given to Catholic school administration experience).

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.