

## **POSITION DESCRIPTION**

### **Superintendent of Schools, Roman Catholic Diocese of Fall River**

**Office of the Chancellor  
Attn: Superintendent Search  
450 Highland Avenue PO BOX 2577  
Fall River, MA 02722**

#### **OVERVIEW**

The Roman Catholic Diocese of Fall River is the spiritual home for more than 288,000 Catholics as of December, 2015. The Diocese covers 1,194 square miles in Southeastern Massachusetts, comprising Bristol County; Barnstable County – recognizable on any map as Cape Cod; Dukes County or Martha's Vineyard; Nantucket County; and the towns of Mattapoisett, Marion and Wareham in Plymouth County. It is an ethnically diverse faith community served by a network of 22 Catholic schools that educate more than 6,500 students run by approximately 600 employees. The vision of the Bishop of Fall River, Edgar M. da Cunha, S.D.V., is to bring the local Church from maintenance to mission mode. Schools play a pivotal role in enabling the Diocese to reach the Bishop's goal.

Bishop da Cunha has declared the revitalization and reinvigoration of Catholic education throughout the Diocese as a top priority, committing resources towards finding a creative and energetic approach to address the issues facing Catholic schools. To that end, in May 2015 he empaneled a Task Force on Catholic Education to assess the state of the schools and make recommendations on new approaches to organize, fund and manage Catholic education across the Diocese.

#### **THE CHALLENGE**

While Catholic schools consistently outperform their public school counterparts academically, shifting demographics, changing business models, and increased school choice options for families have lowered enrollment creating a very challenging fiscal environment. The future success of Catholic schools in Fall River and elsewhere will rely on continued innovation and creative use and pooling of resources, a focus on ever-increasing academic excellence, metrics and accountability, and an unwavering commitment to character and faith formation.

With this in mind, the Task Force on Catholic Education, facilitated by an external hired consultant, is in the initial phase of developing a set of recommendations for the Bishop that will put forth a roadmap for the schools. This initial plan will focus on the elementary and early education schools; more specific recommendations for secondary schools may take shape in the future. The target date for completion of the Task Force's set of recommendations to the Bishop is August 2016.

The 4 key areas of focus for the Task Force are academic excellence, governance, enrollment and finance. It is expected that the findings of the study will require substantial funding for scholarships, capital improvements, and operating expenses. Additionally, innovative leadership will be required to implement the recommendations.

## **THE SEARCH**

After serving for the past five years as Superintendent of Schools, Dr. Michael Griffin is stepping down from the role to become Superintendent in the Archdiocese of Hartford.

The new Superintendent of Schools will inherit an organization poised for success, thanks to the work of his/her predecessor, as well as the energy and enthusiasm of the supportive local community. At the same time, there will be various opportunities to pursue once the Task Force completes its findings in the coming months in order to respond to the challenges faced by the Diocese, and ensure Catholic school students in the Diocese have access to high quality schools that become part of the standard of excellence for Catholic schools nationwide.

Therefore, the Fall River Diocese Catholic Schools Office seeks a visionary and hands-on educational leader with the ability to lead its schools with integrity, a track record of building success and driving change, and a commitment to Catholic education, service and social justice.

## **THE POSITION**

The Superintendent of Schools provides the strategic leadership for Catholic education, including religious education, in all Catholic schools in the Diocese. In this capacity, s/he will manage and motivate school leadership teams as they collaborate to guide Diocesan schools towards a long-term sustainable pathway, and to becoming one of the benchmarks for high quality Catholic education in the United States. The new Superintendent of Schools will have the benefit of a thoughtfully developed strategic plan and roadmap that will provide significant guidance, while leaving flexibility and opportunity for the incoming Superintendent to flesh it out more fully with his/her own ideas and plans for achieving diocesan goals for the schools.

### **Specific responsibilities of the Superintendent include:**

- Providing the vision and strategic direction for the system of Catholic schools in the Diocese of Fall River;
- Serving as the spokesperson and the Bishop's official delegate for the Catholic schools of the Diocese;
- Guiding policy development and ensuring implementation of Diocesan educational and personnel policies relating to Catholic schools;
- Strengthening the Catholic identity and the quality of religious education in the schools, with a focus on the unique populations served in each school;
- Significantly improving and tracking student academic performance and reducing achievement gaps through whole school improvements in curriculum, instruction, and technology enhancements;
- Providing for high quality academic standards and a program of diocesan assessment of student progress;
- Guiding strategic planning for the system of schools as a whole, including collaboration with committees and/or task forces that may be formed by the Bishop;

- Improving the Diocesan Catholic school brand as measured by an increase in student enrollment across the school system with a specific focus on student retention, support for diverse populations, Latino recruitment, and expansion of early education programs;
- Serving as chief administrative officer and advisor to the “Diocesan” schools, including review and approval of Diocesan school budgets.
- Regularly reporting to the Chancellor and Chief Financial Officer on significant financial matters pertaining to the schools;
- Managing the internal affairs of the Department of Education including budgets, personnel, policies and work schedules;
- Collecting, analyzing and disseminating statistical and other information from the schools, as well as from state and national resources related to Catholic school education;
- Serving as a primary advisor to school leaders and pastors on matters relating to governance, finance, academics, Catholic identity, and matters relating to personnel, students and schools;
- Facilitating regular meetings of Heads of Schools and Principals for collaboration on educational initiatives as well as for professional development for school leaders;
- Achieving long-term sustainability and stability for all schools through shared implementation of sound financial policies based on realistic models, collaborative and transparent planning, and adoption of effective school governance models;
- Fully leveraging the professional and financial resources of the Foundation to Advance Catholic Education (FACE);
- Implementing Diocesan programs for the professional development of teachers and administrators;
- Overseeing processing of all legal matters with the Diocesan attorney and chancery offices, including all school contracts, agreements, insurance matters and human resource functions;
- Collaborating with USCCB, NCEA, the Massachusetts Catholic Conference and other Diocesan school office personnel in sharing information and best practices, and serving on educational committees on national, state, and local levels;
- Representing the schools of the Diocese with outside agencies in order to ensure the fullest desirable participation by schools in benefits available from state, federal and private programs;
- Delegating responsibility for specific programs to the Assistant Superintendents for Academics and Personnel, and Academics and Student Affairs, and supervises and evaluating the work of these administrators;

## **QUALIFICATIONS**

The next Superintendent of Schools will be a practicing Catholic with demonstrated experience leading and transforming education organization(s). S/he will be a proven change agent with a strategic orientation and vision. A sophisticated leader, skilled at fostering collaboration, building alliances among diverse stakeholders, and developing and stewarding a rich network of productive relationships, s/he will bring the following requisite professional skills and experience:

- A minimum of 10 years of successful leadership and operational experience across a multi-site organization that includes development of a strong culture of collaboration and performance, and the sensibilities and perspective necessary to validate his/her leadership of a network of Catholic schools;
- The background necessary to identify new sources of funding and work with existing resources to secure additional investment capital for Catholic schools;
- Demonstrable collaboration and communications skills sufficient to establish an eco-system of partnerships with colleges and universities, emerging education reform groups, and charitable foundations and benefactors;
- A reputation as an innovator, comfortable with education technology and media, and adaptive to the continuously changing environment of education, as well as demonstrated ability to lead the development of an integrated and innovative adoption of technology tools for school governance, principals, teachers, and students;
- Evidence of a sensitivity to and understanding of diverse academic, socioeconomic, cultural and ethnic backgrounds;
- Management style that is both collaborative and decisive;
- Significant experience in community and public relations as a recognized education leader;
- Demonstrated experience in strategic and financial planning and business management;
- A track record of leading and affecting substantive change.

**While not required, the following experience and credentials are desirable:**

- Experience in a Catholic (Arch)Diocese, and a Doctorate in Education or related field

**REPORTING RELATIONSHIPS**

The Superintendent of Schools reports directly to the Bishop of Fall River and is a member of the Bishop's Senior Management Team. The Superintendent is also a member of the School Task Force and a member of the Foundation for the Advancement of Catholic Education (FACE). Direct reports to the Superintendent include the Assistant Superintendent for Academics and Personnel, the Assistant Superintendent for Academics and Student Affairs, the Director of Educational Technology, the Educational Facilities Manager, the Educational Business Manager and the Heads of Schools for the "Diocesan" Schools.

**COMPENSATION AND BENEFITS**

The compensation for the Superintendent is competitive and includes an executive benefits package comprising of health and dental insurance, a 403B retirement plan, etc.

**Interested and qualified candidates are requested to send their CV with a cover letter to the address above or email to the Office of the Chancellor at [kkiley@dioc-fr.org](mailto:kkiley@dioc-fr.org).**