



The Diocese of Fall River’s Catholic Schools Office is seeking an Assistant Superintendent of Schools to join our team in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity, who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth”!

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 116-year history and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 130 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The Assistant Superintendent of Schools in the Diocese of Fall River reports to the Superintendent of Schools and serves on the Catholic Schools Office (CSO) leadership team. The CSO supports the 20 schools in the Attleboro, Taunton, Fall River, New Bedford, and Cape Cod Deaneries of the Diocese. Working closely with CSO staff, other Diocesan offices and ministries, pastors, principals, and teachers, the Assistant Superintendent guides and evaluates schools in the areas of Catholic mission and identity, academic excellence, leadership and governance, and operational vitality.

The Assistant Superintendent

- Oversees schools and school leaders in the Attleboro and Fall River Deaneries, with particular attention to the following:
 - Guidance and support of school leadership in areas of finances, government funding, legal, and human resource matters
 - Resolution of parent, student, and teacher issues and concerns
 - Assistance with issues that have a public relations dimension
 - Conducting evaluations of school principals
 - Forming constructive, collaborative relationships with pastors
 - Working closely with the director of Little Flower Early Learning Center

- Addresses special areas of leadership and responsibility across all schools:
 - Developing and/or sustaining partnerships with institutions of higher education and other organizations that advance the strategic aims for Catholic education the Diocese of Fall River
 - Oversight of diocesan-wide special education programming
 - In collaboration with the CSO leadership team, leading schools in understanding and action in response to data from NWEA MAP assessment
 - In collaboration with the CSO leadership team, planning diocesan-wide professional development for principals and teachers
 - Performing other duties as requested by the Superintendent

- Engages in professional growth and service:
 - Maintaining professional competency through such activities as attendance at New England CACE meetings, NCEA conferences, other workshops and service on designated committees as needed
 - Maintaining professional growth through participation in career related classes, workshops and webinars

Qualifications:

- Advance Degree in Education
- Minimum of three to five years of experience in Catholic education.
- Practicing Catholic with a deep faith and personal commitment to the life of the Catholic Church, and a desire to teach and communicate this faith to others
- In depth knowledge of the Catholic Church, its mission and teachings
- In depth knowledge of Catholic education, including issues pertaining to mission and identity, academic excellence, governance, and operational vitality
- Creative and forward thinking, with the ability to translate best practices and data driven trends in the Catholic school context
- Demonstrated leadership and organizational ability, skills and desire for collaboration, together with ability to take initiative and work independently
- Strong communication skills, both written and oral; ability to effectively present information and respond to questions from a variety of groups
- Ability to solve practical problems by dealing with multiple variables
- Ability to organize and conduct evaluations of school leadership
- Ability to work regularly in the field and travel independently throughout the Diocese
- Proficient with the Microsoft Office Suite of products or comparable

We offer a competitive salary, a comprehensive employee benefits program including medical and dental insurance, vision, 403(b) plan, group term life and AD&D insurance, short-term disability, flexible spending accounts, and a generous paid time off policy.

As part of the application process, four professional references and a cover letter must be submitted.

Please submit your cover letter, resume and references to Michelle Bertoldi, Human Resources Manager, Confidential Fax: (508) 689-7920; Email: mbertoldi@dioc-fr.org; Mail: Diocese of Fall River, The Chancery, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer