



**Diocese of Rockford
555 Colman Center Drive
P.O. Box 7044
Rockford, Illinois 61125**

The Diocese of Rockford seeks a seasoned elementary and secondary school educational leader to serve as its Superintendent of Schools beginning in July 2023.

The Diocese of Rockford currently owns and operates a system of six central Diocesan high schools, and twenty-nine elementary schools throughout northern Illinois comprising the counties of Boone, Carrol, DeKalb, JoDavies, Kane, Lee, McHenry, Ogle, Stephenson, Whiteside, and Winnebago. System-wide enrollment for the total number of students under Catholic instruction stands at approximately 23,500.

The ideal candidate must be a practicing Catholic. He/she will exhibit a deep belief in the intrinsic lifelong value of a Catholic education joined with a willingness to embrace opportunities and overcome obstacles in a collaborative manner. He/she will possess leadership and business acumen, as well as an ability to collaborate with all school administrators and Diocesan department heads.

The next Superintendent will hold an unwavering commitment to preserve Catholic identity and to serve as an inspirational model of missionary discipleship as expressed by Pope Francis. He/she will also affirm academic excellence as central to the educational mission of the local Church. The successful candidate will demonstrate the ability to lead not only for the present, but also envision the long-term landscape of Catholic elementary and secondary education in the Rockford Diocese and chart that course in a manner that leads to sustainability, viability, and growth. He/she will embrace an educational model that leads to the holistic formation of elementary and high school age young men and women spiritually, academically, athletically, and socially. Every action undertaken in the exercise of his/her duties aligns with those responsibilities and the obligation to form students of character who are equipped to be servant leaders for the world around them with a heart of discipleship.

Interested candidates can begin exploring this exciting Catholic school leadership opportunity by immediately contacting our team. All inquiries and applications will be treated with the highest degree of confidentiality and with the greatest respect.

JOB DESCRIPTION: DIOCESAN SUPERINTENDENT OF SCHOOLS

Job Description

The essential role of the Diocesan Superintendent of Catholic Schools is to provide leadership and vision for the development of an active faith and academic community within our elementary and secondary schools. The Superintendent is responsible for nurturing, guiding, and providing vision, direction, and professional development for each of the elementary school principals and high school superintendents/administrators. The Superintendent is also responsible for the faith formation of all school personnel, including spiritual and professional growth for school administrators which allows them to develop and provide a sound academic program that is rooted in our Catholic Mission and Gospel values.

This role involves **assisting** school administrators and **being responsible** for the following areas:

- Fostering faith
- Educational mission
- Written school policies
- Personnel
- Curriculum and instruction
- Public relations
- Personnel Hiring
- Finance
- Administrative Duties

FAITH: Fosters a climate of faith community

1. ensures that basic teachings of our faith are taught
2. encourages and develops a spirit of Christian service
3. articulates and facilitates conflict resolution
4. commits to the Mission of the Catholic Church
5. serves as the educational faith leader

EDUCATIONAL MISSION: Articulates the Department of Education's Mission

1. promotes the Catholic Education Mission to all administrators
2. initiates periodic review of the mission
3. promotes and implements the *Faith Forward Strategic Plan for Schools*
4. ensures that programs and activities at the schools reflect the mission
5. communicates Diocesan education policies and goals

DIOCESAN SCHOOL POLICIES: Ensures the implementation of diocesan policies and procedures

1. provides leadership and service to school administrators
2. informs school administrators about diocesan policies and policy changes
3. with the Chancery, and in certain cases Diocesan department heads, assists in the writing of educational policies

PERSONNEL: Provides for the supervision and growth of school administrators and members of the education department

1. follows Diocesan policies and procedures in the employment and termination of personnel
2. follows Diocesan regulations and guidelines in training and certification of catechists
3. cooperates with the Diocesan Safe Environment Director to ensure school personnel meet all safe environment requirements
4. reviews all Frontline school personnel applications, approves all Employment Authorizations, and submits them for final approval to the Chancery
5. develops and is responsible for the New Personnel Day, principal meetings and workshops, Administrative Assistants' Day, and assistant principal meetings

6. implements annual evaluations of department staff, and high school superintendents/principals/presidents according to Diocesan and local procedures
7. reviews and signs all school administrators' contracts

CURRICULUM AND INSTRUCTION: Provides effective instructional leadership of programs which reflect the unique Catholic character of the school

1. initiates and develops strategies for textbook replacement
2. coordinates standardized and student benchmark testing at the elementary level
3. oversees all high school ACT and elementary test user accounts
4. articulates and implements Diocesan instructional goals and objectives
5. establishes and maintains an orderly department consistent with Gospel values and Christian principles

PUBLIC RELATIONS: Promotes and nurtures a positive atmosphere between the Educational Department, school administrators, and parents

1. responds to parental concerns as needed
2. communicates the unique Catholic character and values of Catholic education
3. promotes a spirit of cooperation and collaboration with internal and external publics

FINANCE: Exercises fiscal responsibility

1. prepares and monitors the Diocesan Education Department budget
2. collaborates with the Diocesan Department of Finance

ADMINISTRATIVE DUTIES: Various duties throughout the year

1. updates the Administrative Policy Handbook as needed
2. manages the sixth day attendance report
3. supports school administrators with discipline issues/concerns as needed
4. attends Illinois Catholic School Superintendents' meeting
5. attends nonpublic school meetings with the Illinois Catholic Conference
6. monitors and participates in the Diocesan Self-Study accreditation process
7. leads the Superintendent/Principal Joint Council Meetings
8. participates in the Diocesan interdepartmental monthly meetings
9. collaborates with the Diocesan assistant superintendent of schools
10. collaborates with the Diocesan Communication Offices

Send your letter of intent with your resume to the attention of:

Vito C. DeFrisco

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