Title: **SMCS Superintendent**
Reports to: **SMCS Board of Trustees – Chairperson**

Position Scope
The St. Mary Catholic Schools (SMCS) Superintendent provides visionary leadership of the system in order to achieve the fullest attainment of the mission of SMCS. The Superintendent supports and promotes system long range vision and plans for Catholic education and communicates and promotes Catholic values throughout the school community.

The SMCS Superintendent directs and supervises the SMCS Early Childhood Pre3 – 12th grade instructional programs providing leadership in the areas of curriculum development and implementation, instructional practice, professional development, assessment, and evaluation of educational effectiveness.

Relationships
- Reports to the SMCS Board of Trustees which includes the pastoral leaders
- Reports to the SMCS Board of Directors
- Supervises the system principals and all SMCS employees
- Supports the mission of SMCS and adheres to the regulations of the Catholic Diocese of Green Bay
- Establishes intentional, meaningful relationships between parishes and schools, including but not limited to pastoral leaders

Administration
- Serves as ex-officio, non-voting member of the Board of Trustees.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, the information necessary for the Board to function properly and make informed decisions
- Collaborates with the BOT to establish and implement regular review and update of long range strategy and goals
- Ensures the implementation of Diocesan and SMCS policies and protocol. Identifies the need for and directs the development and implementation of new policies requiring BOT approval
- Exercises responsibility for compensation and benefits for all employees

Institutional Advancement
- Provides leadership for implementation of strategic plans and initiatives
- Ensures the implementation of Diocesan and SMCS policies and protocol
- Identifies the need for and directs the development and implementation of new policies requiring BOT approval
- Serves as an ex officio member of the Board of Directors
- Develops a collaborative, long-range vision for the system in conjunction with the BOT.
- Oversees the annual and long-term enrollment plan
- Supports the development and implementation of the SMCS long-range strategic plan
- Helps forward the SMCS mission.

Fiscal Management and Stewardship
- Manages the SMCS budget
- Directs the process for annual salary review for direct and indirect reports
- Participates in legal matters as appropriate
- Mentors and problem solves for best educational and operational results as needed

Academic and Student Affairs
- Directs the development of curriculum in all educational areas to achieve academic excellence and exemplify what our Catholic faith teaches
- Works with principals to integrate curriculum advancements
- Responsible for curriculum planning including research and development of philosophy, goals, and objectives
- Responsible for implementation and delivery of curriculum
- Directs standards and benchmark development and alignment
- Directs the research and purchase of needed curricular materials
- Oversees the integration of technology in all areas of the curriculum

- Responsible for professional development planning and implementation
- Oversees and ensures implementation of best practices in current pedagogy
- Supports creation and implementation of relevant and robust co-curricular offerings

Supervision and Evaluation

- Facilitates spiritual formation of faculty, staff and administrators to promote advancement of missionary discipleship
- Acts as an effective educational team leader
- Oversees clearly defined job descriptions for all educational and support positions
- Recommends the creation of new faculty, administrative and staff positions as deemed appropriate
- Collaborates with the President to authorize funding of educational positions
- Directs and approves the recruitment, interview, and selection of new faculty, administrative and school staff positions
- Ensures all SMCS educational staff members have performance evaluations
- Facilitates ongoing professional development for all staff as appropriate
- Determines, coordinates and implements all system student assessments
- Researches and implements best practices for grading and reporting student achievement
- Supervises the analysis of all relevant student data
- Coordinates regularly the evaluation of all course and co-curricular offerings

Community Engagement

- Fosters and maintains positive community relations and involvement
- Provides visible engagement in community organizations and activities and school extracurricular activities
- Develops relationships with potentially collaborative community organizations
- Works in collaboration with area religious leaders and other academic institutions

Required skills and personal characteristics:

- Models the life of a believing and practicing Catholic
- Promotes the Catholic vision for SMCS and articulates its philosophy, goals and objectives for growth of SMCS as a faith community
- Self-starter, with the ability to prioritize and manage multiple tasks with efficiency, skill, and an eye for detail
- High level of integrity; discretion in handling sensitive and/or confidential information and situations
- Proven relationship builder, with the ability to inspire and persuade people from a variety of backgrounds
- Flexibility to work both independently and collaboratively in complex structures
- Excellent command of the English language and high-level writing and presentation skills
- Proficient use of data analytics to optimize learning
- Willingness to work flexible hours in a variety of tasks, including evenings and weekends

Qualifications

- Practicing Catholic
- Master's degree in Educational Administration or its equivalent
- Administrator license required / Superintendent license preferred
- Administrative experience in a Catholic school setting preferred
- Prior teaching experience required

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the faith life of the SMCS community. I can perform the above duties with or without reasonable accommodation.

Print Name: _____

Signature: _____ *Date:* _____