



POSITION DESCRIPTION

Associate Director of Educational Quality and Excellence — Full-time Office for the Mission of Catholic Education



Reports to: Jason Slattery, Director of Catholic Education and Superintendent of Schools

Direct reports: N/A

FLSA status: Non-exempt

Effective date: July 1, 2024

Position summary

Situated in the Office for the Mission of Catholic Education, this position works directly with Catholic school leaders, the diocesan accrediting agency and other organizations to improve quality and excellence in Catholic education by supporting Catholic schools of the Archdiocese as they move through the accreditation life cycle from self-study and onsite visit to full implementation of goals and initiatives. In addition, this position manages critical academic achievement data and other metrics and key performance indicators.

Essential functions of the position

- Collaborates to ensure that the diocese meets and maintains accreditation requirements and reporting standards for Lumen Accreditation;
- Assists the Department of Educational Quality and Excellence in effectively communicating and training school leaders in the process, purpose, and intended outcomes of the Catholic School Study;
- Participates in onsite school visits and assists in identifying areas of commendation and recommendation;
- Supports Catholic school leaders as they work to effectively implement and report on school-level goals and initiatives, ensuring compliance with the Archdiocesan Manual for Catholic Schools and Lumen Accreditation requirements;
- Works closely with school leadership to develop interview and observation schedules for all faculty and staff as part of the onsite Catholic School Study visit;
- Manages standardized data reporting of achievement scores with testing companies and the University of Notre Dame to strengthen academic achievement in Catholic schools;
- Provide expertise in school operations and institutional change management as requested by pastors;
- Serves as a liaison to schools, committees, and external organizations as assigned;

- Duties as assigned by the Director.

Job requirements

Knowledge, skills and abilities

- Capable of giving a credible and authentic witness to Jesus Christ;
- Must be an active practicing Catholic with knowledge and understanding of the Roman Catholic Church, its structure and the ministries within the Offices of the Archdiocesan Catholic Center;
- Ability to exercise discretion, good judgment and initiative;
- Excellent communication skills both verbal and written;
- Knowledge and practical experience in quality assurance processes that are anchored in the Catholic Church's vision for excellence in education;
- Demonstrated understanding, integration, and fluency of and with the liberal arts as expressed in the Catholic intellectual tradition;
- Commitment to participate on a team dedicated to the evangelizing and catechetical mission of Catholic education;
- Familiarity with Catholic school operational practices in human resources, finance, communications, and policy;
- Ability to work with a diverse set of stakeholders;
- Ability to strategically manage multiple projects and work independently;
- Demonstrated proficiency with Microsoft Office;
- Ability to prioritize, multi-task and meet deadlines with minimal supervision;
- Flexibility for travel as needed;
- Diplomatic, tactful and discreet, especially when dealing with confidential matters;
- Ability to collaborate;
- Strong interpersonal skills;
- Availability to participate in multiday site visits to Catholic schools in the Archdiocese.

Job qualifications

Education and experience

- Bachelor's degree in Catholic Education, Catholic Studies, or equivalent;
- Master's degree in Catholic Educational Leadership, Quality Process, or equivalent;
- Minimum of five years' experience in Catholic education (schools, colleges or universities) or related field.

Physical requirements

- Prolonged periods sitting at a desk and working on a computer.
- Site visits include tours of school buildings, grounds, and classrooms.
- Must be able to lift up to 15 pounds at times.

To apply

Please send cover letter, resume and references to catholicschools@archspm.org.