

JOB DESCRIPTION

JOB TITLE: Director of Leadership Development & Mission Effectiveness

Exempt:

Supervisor: Superintendent of Catholic Schools

Employee Name:

SUMMARY: The position serves as a contributing member of the Catholic School Office leadership team. Works collaboratively with other members of the CSO staff to promote excellence in all aspects of school operations; Serves as Internal Coordinator for accreditation-related programs and supports the implementation of component school and system-wide action plans; Serves as liaison between the Diocesan Safe Environment Committee and the CSO and other diocesan offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following. Other duties may be assigned.

- Assist Superintendent and Assistant Superintendent: orientation/onboarding, mentoring, support, supervision, and evaluation of school principals.
- Work with principals to identify responsibilities and guide self-assessment of effectiveness in all areas of leadership.
- Promote the Catholic Identity of our schools via the provision of spiritual development and religious education programs for administrators and teachers.
- Assist with academic professional development program design and delivery for principals and teacher leaders.
- Attend and contribute to Administrators' Meetings.
- Responsible for supervision and advisor for the ADAPEP Program in the system of Catholic schools (reporting to BOCES/OASAS/Diocesan payroll dept., support for counselors and principals, hiring of ADAPEP Counselors)
- Research and respond to inquiries from school administrators concerning student, parent, faculty, and staff building-based issues including issues related to Catholic school law.
- Work with Superintendent and attorney to provide Catholic School law education to Administrators.
- Provide direction and support for implementation of school and system-level action plans designed to promote goal achievement.
- Contribute to the establishment of a culture of continuous improvement and planning ethic in the system of schools.
- Collaborate with school leadership and faculties to monitor, revise, and utilize curriculum, instruction, and assessments in efforts to maximize school effectiveness.
- Assist with Grades 3-8 NYS Standardized testing/scoring and administration and data processing of i-Ready Diagnostic assessments
- Work with teachers and administrators to identify, develop and implement assessments that promote improved student performance.
- Work with CSO staff to provide system-level PD: Assist teachers and administrators to identify PD needs and identify resources.

- Work with other Diocesan-level offices to share resources to promote and support mission attainment in Catholic schools.
- Serve as Internal Coordinator for Accreditation
- Serve as a CSO contact with the Middle States Association
- Plan and facilitate System Implementation Team Meetings to adhere to responsibilities required by system accreditation.
- Assist component schools to promote understanding and adherence to requirements for accreditation maintenance.
- Compile component school documents to generate system level reports to the Middle States Association
- Serve on Diocesan Safe Environment Committee and acts as the liaison between Diocesan Safe Environment Office and the CSO/schools
- Represent the CSO via the provision of assistance with Safe Environment investigations in schools.
- Monitor and guide the design and delivery of Safe Environment student training at all catholic schools.
- Provide support to the Safe Environment Office related to school employee Safe Environment training
- Perform other duties and assume responsibilities as may be assigned by the Superintendent of Schools.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

In addition; be a practicing Catholic; knowledgeable about Catholic school culture and Catholic Identity. Be of good moral character and integrity.

Leadership ability in school administration; Strong interpersonal and communication skills; Well-developed organizational and collaborative skills. Demonstrates well developed emotional intelligence.

Be able to generate and maintain accurate and effective documentation; be able to use electronic equipment in communications, word processing, and visual presentations.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE: Preferred Master’s Degree; CAS – administration; Catholic School and/or District level administrative experience.

Approved: _____
Employee Date

Supervisor Date