

**ARCHDIOCESE OF SAN FRANCISCO
DEPARTMENT OF CATHOLIC SCHOOLS**

TITLE: Associate Superintendent for Secondary Schools & Student Services

REPORTS TO: Superintendent of Schools

STATUS: Regular Full Time, Exempt

PRIMARY OBJECTIVE OF POSITION:

The Associate Superintendent for Secondary Schools & Student Services has primary responsibility for providing leadership and support to administrators in the High Schools of the Archdiocese of San Francisco. In addition, the Associate Superintendent works collaboratively with the Administrative Staff to implement the Mission and Goals of the Department of Catholic Schools.

MAJOR RESPONSIBILITIES:

1. Support Principals in the Four Archdiocesan High Schools and Approximately Nine Elementary Schools

- Work closely with the Director for Catholic Identity Assessment & Formation on strengthening & measuring Catholic Identity at the high school level.
- Support high school principals and nine elementary school principals in meeting their day to day responsibilities as Catholic school administrators.
- Troubleshoot student and parent issues in conjunction with the Human Resource & Legal departments of the Archdiocese.
- Ensure compliance with federal, state, local and archdiocesan policies and procedures.
- Provide consultation to secondary school administration and faculties regarding curriculum, instructional materials, and resources.
- Organize and attend meetings with the Secondary Curriculum and Professional Development Committee.
- Organize High School President/Principal Meetings.
- Coordinate the annual High School System Review.
- Coordinate and participate with elementary and secondary articulation sessions.
- Attend all High School Admission Group meetings as the Archdiocesan representative.

2. Coordinate International Student Program

- Assist International Student enrollment to Archdiocesan Schools with creation of I-20 documents for Homeland Security F-1 Visa & continued Study In the States
- Facilitate & Manage I-20 correspondence and information exchange with schools' International/Admission Directors, Parents-Families of I-20 students
- Monitor & Administrate SEVIS Program, Updates & Alerts

3. Every Student Succeeds Act (ESSA) Program Assistant Coordinator

- Work closely with the Every Student Succeeds Act (ESSA) Program Coordinator to ensure all TK – 12 schools are receiving their share of Title funds.
- Stay up to date on all laws pertaining to ESSA by attending conferences and workshops.
- Conduct training as needed to principals and appointees on ESSA.

4. Responsible for WCEA/WASC Secondary Accreditation Program

- Coordinate the activities for high schools applying for the WCEA/WASC accreditation/certification.
- Responsible for selection and training of chairpersons and teams.
- WCEA Commissioner for the Archdiocese of San Francisco and represents the high schools at WCEA meetings (2 annually) of the twelve dioceses.
- Serve as a Chairperson for teams in other dioceses.
- Serve on committee to read the visiting team's evaluation reports and makes recommendations to the WCEA.
- Conduct training for leadership teams of high school faculties undergoing the WCEA/WASC process.
- Evaluate end of the year WCEA/WASC reports and provide feedback to schools as they move forward with their E3 Action Plans.

5. Support the Efforts of the Superintendent and the Department of Catholic Schools

- Liaison to the elementary school counselor group.
- Participate in the process for annual school visits.
- All other duties as assigned by the Superintendent of Schools.

Qualifications:

- A believing and practicing Catholic.
- Minimum three - five years as a Catholic secondary administrator preferred
- Ability to organize, plan, think creatively, develop and administer programs.
- Skills in the application of computer software and technologies to support teaching and learning.
- Excellent verbal and written communication skills.
- Excellent relationship skills.