



Saint Mary School System  
Job Description

**Position:** Director of Catholic School System

**Status:**      Full Time      Part Time  
                   Exempt        Non-Exempt      Volunteer

**Reports To:** Episcopal Vicar

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**Qualifications:**

The Director must be a practicing Catholic and hold a Master's degree or higher in the field of education (preferred). The Director must possess excellent communication, organizational, and interpersonal skills. He/she must be a leader committed to a team-based approach to school administration. A strong record of achievement that predicts success in leading the development, growth, and sustainability of the school system is required.

**Responsibilities:**

The Director shall have the authority to direct and administer all the activities of the school system and shall be responsible for all its activities and programs, subject only to such policies as have been adopted by the Episcopal Vicar and St. Mary Education Committee (SMEC). The Director is also accountable to the Superintendent for the implementation of Diocesan policies.

The Director's responsibilities shall include, but not be limited to the following:

**Catholic Identity & Spiritual Leadership**

The Director serves as the chief steward of Catholic identity for the school system.

- A. Serve as the spiritual leader of the school system.
- B. Support and participate in school Masses, system-wide liturgies, holy days, and Lenten services.
- C. Ensure Catholic identity and Gospel values are integrated throughout school life.
- D. Promote a culture of prayer, reverence, and service.
- E. Support faculty and staff faith formation.

F. Model leadership that is grounded in faith, integrity, and service.

**Business Management:**

- A. In conjunction with the Finance Manager and Finance Committee, prepare, submit, and supervise a comprehensive annual budget for the school system and present it to SMEC.
- B. Supervise all business affairs of the school system.
- C. Attend all meetings of SMEC with voice but no vote in all matters.
- D. Submit an Annual Report to SMEC.
- E. Submit regular reports to SMEC or its authorized committees showing the status of the professional service and financial activities of the school system. Prepare and submit other reports as may be reasonably requested by SMEC.
- F. In conjunction with the Facilities Manager and Building and Grounds Committee, ensure all physical properties of the school are maintained to health and safety standards or better.
- G. Coordinate all purchasing.
- H. Maintain all personnel files for all employees and volunteers.
- I. Maintain accurate attendance records, including sick, personal, and/or other requested days.
- J. Conduct Principal Performance Evaluations.
- K. In conjunction with the principals, support and review faculty and staff performance concerns; assist with performance improvement plans and attend meetings as needed.
- L. Recruit and interview candidates for open positions and appropriate certifications; hiring rests with the Director after consultation and approval of the Episcopal Vicar.
- M. Promote professional growth through professional development using identified school/student needs and goals, individual teacher growth plans, student performance, and as identified by school surveys.
- N. Promote positive relationships with diocesan leadership, Episcopal Vicar, parish priests, SMEC, public schools, local law enforcement, faculty, parents, and community.
- O. In consultation with the school principals, the Director provides tentative teaching assignments for the following school year by May 15<sup>th</sup> of the current school year.
- P. The Director is required to complete 21 hours of Effective Instructional Leadership Act training annually. Subject to the approval of the Superintendent or designee.
- Q. Serve as official spokesperson for the school system.
- R. Facilitate the development of the strategic plan, including ongoing oversight, implementation, and coordination of the strategic plan and its committees.
- S. Perform other duties as deemed necessary by the Episcopal Vicar and SMEC to further the interests of the school system.

**Advancement and Fundraising:**

- A. Responsible for the oversight and steering of the Advancement Office.

- B. Involvement as required in planning and execution of fundraising events.
- C. Responsible for vision and strategy to raise funds equivalent to or greater than the budgeted numbers set by SMEC and approved by the Episcopal Vicar.
- D. Expected to spend significant time outside the school at community events, fundraising events, school events, and other advancement opportunities commensurate with fundraising expectations.
- E. Responsible for networking and external relations in both the school community and the community at large.
- F. Assist the Advancement Office in soliciting special annual and major gifts for support of the educational system.
- G. Possesses excellent oratory and composition skills to communicate articulately with diverse audiences in representing the school.

**Describe the relationships that must be managed/coordinated**

**Internal:** Relates in a friendly, competent, and confidential manner with the entire diocesan staff but specifically and most often to other members of the Administration Office as a team member willing to help and support them in any way possible.

**External:** Relates in a friendly, competent, and confidential manner with people in parish administration positions and parish priests and employees of other diocesan entities on a regular basis.

**Physical Demands:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and/or move up to 10 pounds.

**Employee Acceptance and Acknowledgement:**

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

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Employee Signature

\_\_\_\_\_  
Date