

**Title:** Superintendent of Diocese of Joliet Catholic Schools  
**Agency:** Catholic Schools Office  
**Reports To:** Chief Operating Officer  
**Position:** Full-time, Benefits, Exempt

## **OPPORTUNITY**

The Diocese of Joliet has a rich history of providing Catholic education to 36 elementary schools, 7 high schools, 2 stand-alone pre-schools, and 3 independent schools in five counties. Led by Bishop Ronald Hicks since 2020, the Diocese of Joliet seeks a faith-filled, mission-driven and visionary leader to serve as the Superintendent of Catholic Schools to advance the mission of the Catholic church.

## **JOB SUMMARY**

Reporting to the Chief Operating Officer, the Superintendent serves as the chief educational and operational leader for the Diocese of Joliet Catholic School system and the Catholic Schools Office (CSO). The Superintendent is responsible for advancing Catholic education, promoting teacher and educational excellence, and ensuring the long-term sustainability and growth of diocesan schools. The Superintendent oversees the implementation of a strategic plan focused on increasing enrollment, particularly in under-resourced communities, while stewarding resources effectively to ensure operational vitality. A central priority of this role is strengthening faith formation and ensuring that a vibrant Catholic identity is evident across all schools.

A results-oriented leader, the Superintendent will be expected to demonstrate measurable progress in key areas including:

- Enrollment growth.
- Recruitment, development, and retention of high-quality teachers and leaders.
- Academic achievement.
- Financial sustainability.
- Evidence that schools are strengthening Catholic identity and faith formation practices.

## **POSITION HIGHLIGHTS**

### **Catholic Mission, Identity and Faith Formation**

- Uphold the fidelity of the Catholic educational mission throughout the system.
- Equip principals, teachers, and administrators with ongoing faith formation support.
- Model leadership in worship, prayer and service for the school community.
- Ensure high-quality religious education is delivered by qualified teachers.
- Strengthen collaboration with parents as the primary educators of their children in their faith.

### **Vision, Leadership and Strategy**

- Articulate and evangelize a diocesan-wide vision for Catholic education that aligns with the Church's mission and values.
- Advise and support school leaders in developing and implementing strategic plans; lead the strategic planning process and implementation for the Catholic Schools Office.
- Strengthen leadership pipelines by identifying exceptional teachers, developing future leaders, and fostering retention, while ensuring compensation structures are competitive and balanced across all schools, including those in under-resourced communities.
- Lead marketing efforts to promote the mission of Catholic education to a wide range of stakeholders.
- Serve as primary spokesperson for Catholic schools.
- Advise pastors and principals on matters with legal, operational, or reputational consequence, engaging counsel as needed.

- When necessary, guide organizational transitions such as school mergers or closings.

### **Academic Excellence and Curriculum**

- Lead the system toward educational excellence using clear outcomes and performance metrics to assess and demonstrate progress.
- Oversee curriculum development, accreditation processes, and standardized assessments. Ensure accreditation standards and measures are met in all schools.
- Lead the development of diocesan curriculum standards. Promote best practices and data-driven decision making. Approve school curricula in accordance with state and diocesan standards.
- Advance a diocesan framework for technology-enhanced, 21<sup>st</sup>-Century learning environments, ensuring equitable access to STEM and future-ready skills for all students.
- Use data effectively to monitor the system and facilitate changes in instructional programs.
- Design and deliver professional development strategies that support continuous learning at local school levels.
- Advance inclusive education practices that ensure Catholic education is accessible to students with unique learning needs.
- Oversee processes of certification for the elementary schools in the diocese.
- Work with state regional superintendents to approve teacher development plans and recommend teachers for active and valid state certifications.
- Partner with pastors and the Diocesan Curia to monitor Catholic identity, enrollment, academic performance, and managerial and fiscal best practices.

### **Governance**

- Understand Catholic school governance structures, including the role of the parish pastor, pastoral council, parish finance council, school board, Catholic Schools Office and the Illinois State Board of Education.
- Lead the Diocesan School Board and communicate school-related matters, support goals and objectives, and facilitate policy development and decision making.
- Promote the development and effectiveness of local school boards; provide guidance and support to pastors and principals.
- Serve as an ex-officio member of the Catholic Education Foundation Board to align goals with the Catholic Schools Office.

### **Operations, Communication and Staffing**

- Lead the Catholic Schools Office (CSO) and supervise staff.
- Implement strategic plans and align CSO structures, processes and roles accordingly.
- Oversee CSO operational and personnel budgets.
- Support local school efforts to recruit, select, supervise and evaluate teachers and staff.
- Collaborate with the Finance Office to ensure diocesan policy compliance, including all financial management, budgeting, and internal controls.
- Work with Human Resources on school staff position postings, compliance, processing of employee materials and state certifications.
- Direct the Diocesan Communications Team in creating a comprehensive strategy to engage internal and external audiences, and ensure the CSO website stays current, engaging and relevant.

### **Enrollment and Financial Aid**

- Develop strategies to increase enrollment, optimize tuition models, and leverage financial aid.
- Set complementary enrollment growth goals and strategies with the Catholic Education Foundation and align financial aid to ensure Catholic education is accessible.
- Provide financial aid resources and training to local schools to support school vitality.
- Train leaders on financial aid levers that support enrollment outcomes.

- Advocate with local, state and federal channels for the creation of rules and regulations that are favorable to Catholic schools.
- Lead diocesan efforts to identify and secure alternative tuition funding opportunities to support families and strengthen school sustainability, with particular focus on emerging initiatives such as the Educational Choice for Children Act.

### **Compliance and Safety**

- Verify compliance with state laws across diocesan schools; engage diocesan legal counsel as necessary.
- Maintain 100% compliance with the Virtus – Protecting God’s Children – training and verification in all schools.
- Publish the school calendar in accordance with state and diocesan regulations.
- Serve as a liaison between the Diocese of Joliet and the Education Department of the Illinois Catholic Conference, and the National Catholic Educational Association.
- Develop and uphold diocesan school policies that support the mission of Catholic education.
- Ensure all schools have a safety plan that is reviewed and practiced annually.
- Monitor implementation of health and safety programs at the local school level.

### **External Relations and Fundraising**

- Oversee the executive director of the Catholic Education Foundation (CEF), ensuring strategy and funding align with the Catholic Schools goals.
- Foster relationships with donors, educational partners, grant-funding agencies and corporate foundations.
- Collaborate on major gift fundraising efforts.

### **OTHER DUTIES and RESPONSIBILITIES**

- Perform other duties as required.

### **QUALIFICATIONS**

The successful Superintendent of Catholic Schools will be a visionary, proactive, and collaborative servant leader who will develop strategies that ensure the long-term vitality and viability of Catholic education in the Diocese of Joliet. The Superintendent will earn trust and respect among parents, parish and school leaders by building strong relationships, employing effective communication skills, understanding challenges and acting on opportunities.

### **EDUCATION and EXPERIENCE**

- Must be a practicing Catholic in good standing with the Church and have a strong commitment to the philosophy and teaching mission of the Catholic church.
- Advanced degree in educational administration (Ph.D., EDS, or EDD a plus)
- 5 years of experience in administration and management in a Catholic school system. Previous experience as a superintendent or assistant superintendent is preferred.
- Previous experience as principal or president of a Catholic school(s).

### **SKILLS and COMPETENCIES**

- Strong communication, strategic vision, collaborative leadership, organizational effectiveness and pastoral sensibilities.
- Experience in finance, accreditation, enrollment management, fundraising, and educational innovation.
- Bilingual skills are an asset.

### **SALARY RANGE**

- Annual salary range for this position is \$125,000 - \$160,000. Experience and skills will define final compensation.

### **BENEFITS**

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) Retirement Plan, Paid Personal Leave Days, and Paid Holidays based on holiday schedule approved for Blanchette Catholic Center
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance

### **WORKING CONDITIONS**

This is a full-time exempt position with benefits. This position requires travel throughout the Diocese of Joliet, which entails some evening and weekend activity. As an executive position, flexibility of schedule and reliable transportation is required. Office hours are Monday through Thursday, 8:00 a.m. – 4:30 p.m. and Friday, 8:00 a.m. – 1:00 p.m.

***To apply for this amazing opportunity, please send your cover letter and resume to [humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org). No phone calls, please. When sending your cover letter and resume, please reference Superintendent in the subject line of your email.***