



*Department of Catholic Schools*

**Position: Associate Superintendent, Director of Mission and Catholic Identity**

The Department of Catholic Schools seeks a faith-filled, practicing Catholic to serve as the Director of Mission and Catholic Identity for the elementary and secondary schools in the Archdiocese. This individual will be collaborative, build relationships, and will have had experience serving in an administrative role in Catholic schools. This individual will be passionate about supporting the newly crafted Strategic Plan and moving the mission of Catholic education forward in the Archdiocese of Portland.

**General Description of Duties:** Coordinates and supervises Archdiocesan elementary and secondary schools in the areas of mission and faith formation. Coordinates and supervises professional development with other internal and external departments (or constituencies), new principal mentorship and training, performance management, teacher certification, policies and school operations. This position works directly with school administrators to implement Archdiocesan mission and vision strategies and educational policies and guidelines in the schools. This position works with Principals and Pastors in conjunction with other Pastoral Center departments on employee performance, risk management, finance, and other school operational needs. Coordinating and overseeing school employee faith formation activities is a primary responsibility of this position and is done in concert with other Archdiocesan departments with similar interests for other groups.

**Minimum Qualifications:**

- 5+ years educational administration experience in a Catholic school
- Master's Degree in Educational field; strong written and oral communication skills

Interested candidates must submit a resume and letter of interest by **June 3rd, 2019 to: [dcs@archdpdx.org](mailto:dcs@archdpdx.org)**