

**Diocese of Tucson  
Job Description**

**Job Title: Assistant Superintendent of Schools**

**Exemption Status: Exempt**

**Department/Location: Diocese of Tucson Pastoral Center**

**Primary Function:** Under the direction of the Superintendent of Schools, assures that the Catholic Schools Department develops and maintains curriculum, teaching, and professional development programs for school administrators and teachers which integrate Gospel values and reflect sound educational practices. Collaborates with the Superintendent in directing, administering and monitoring that personnel policies and practices are in compliance with the federal, state, and local laws. Provides guidance to principals regarding school administration, policies, and procedures

**Essential Duties and Responsibilities:**

- Perform as a lay ecclesial minister in the Diocese of Tucson, in support of the diocese's spiritual and pastoral mission.
- Sets an example for all school employees in complying with employment policies and procedures, especially in punctuality and attendance
- Works collaboratively and cooperatively with all members of the school staff including the testing and sports coordinators
- Collaborates with the Superintendent and other department members in implementing the mission of the department; also collaborates as delegated and appropriate, with other Pastoral Center departments
- Develops and interprets policies of the Diocese for the elementary and secondary schools
- Maintains a current level of knowledge and skills required to effectively serve as Assistant Superintendent; participates or joins local, regional, or national professional associations. Maintains knowledge of current issues, trends, and concerns through appropriate subscriptions
- Serves in an advisory capacity to the Superintendent; accomplishes this by giving advice on sensitive matters, assuming responsibility of the department in the absence of the Superintendent, and by representing the Superintendent as requested
- Treats the public, co-workers, and all others in a friendly and professional manner which reflects positively on the Department of Catholic Schools and which communicates the Christian values of faith, hope, and charity
- Maintains and respects confidentiality and privacy of school records
- Serves as a professional resource to the staff in the area of curriculum and teacher/principal training
- Assists the Superintendent with all facets of the accreditation program
- Serves as a professional resource at principals' meetings, Diocesan School Board and their functions

- Perform other duties as assigned by the Superintendent which includes:
  - Sports Coordinator – works with Sports Director and principals to develop policy and practices for sports teams in the Diocese of Tucson
  - Testing Coordinator – communicates with the Arizona Department of Education testing personnel, testing officials for training and sharing that training with the principals.
  - Government Programs including the Title Programs and AARA funds; working with third party contractors, e.g. Catapult; and individual public school districts LEA. Ongoing communication with the principals on these issues as needed.
  - Religion Certification for teachers and principals which includes ongoing record keeping, updating of policies, workshops to present information about the developments in the program and options for obtaining various levels of Certification; collaboration with the members of the Pastoral Services Department and the Jordan Ministry Team
  - ACRE Testing in the schools each year to assess the knowledge and needs of Religion in our schools
  - Oversees professional development plan in the schools; provides resources and contacts for professional development as needed.
  - Plan and develop annual principals’ retreat

Performs other duties as assigned by the Superintendent

**Physical/Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office and school environment.

**Required Activities:** Walking, sitting standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

**Basic Qualifications:**

- A working knowledge of, and a strong commitment to the mission of fostering lay leadership in the Catholic Church; must also be a practicing Roman Catholic in full communion with the Church
- Excellent communications skills including written, verbal, public speaking, and presentation skills
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be able to travel, and be available for evening and weekend work as necessary; have reliable transportation
- Be able to manage multiple tasks simultaneously
- Proficiency in the use of computer technology including word processing and the use of excel and related technology; ability to maintain confidentiality

- Flexibility in assessing needs and strategies and adapt appropriately in a ministerial environment
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

**Education and Experience:**

- Must have a minimum of a Master's Degree in Education, Educational Administration or Leadership, and be certified as a School Superintendent or be eligible for such certification in the State of Arizona
- Must have a minimum of five years teaching experience and at least three years' experience in school administration in elementary or secondary schools. At least three years of this experience must be in the Catholic School
- Must be a practicing Catholic committed to Catholic identity and mission of the schools and be able to articulate that philosophy of Catholic Education effectively both within the Catholic community as well as in the larger civic community

**To Apply:**

Please go to <http://www.diocesetucson.org/schools2K6employ.html> and follow instructions for **Persons seeking employment as principals, assistant principals or for other administrative positions.**  
Send completed forms and all required documents to:

Ricardo M. Serrano  
Director, Human Resources  
Diocese of Tucson  
P.O. Box 31  
Tucson, AZ 85702  
520-838-2565  
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