



The Office of Catholic Education of the Archdiocese of Philadelphia is seeking qualified candidates for the position of **Secretary for Elementary Education**. Reporting directly to the Auxiliary Bishop of Catholic Education, this position is responsible for the leadership and oversight of the 104 elementary schools comprising the five counties of the Archdiocese of Philadelphia. In addition, this position collaboratively works with the Executive Board for Elementary Education on a strategic plan and a shared vision to enhance the performance of the schools in creating programs and a comprehensive curriculum which reflects the highest standards for 21st century learners and represents a sustainable educational business model.

The Secretary for Elementary Education will be a practicing Roman Catholic in good standing and able to provide a letter of reference from their current Pastor. A doctorate in education or related field is strongly preferred, a Master's degree in educational administration/leadership is required.

The ideal candidate will possess a combination of the following:

- Minimum of 10 years of experience in the educational mission of the Church, with 5 of the 10 years of experience at a district or diocesan level in a leadership role;
- Evidence of successful teaching experience;
- Excellent written, verbal and communication skills;
- Ability to lead and to build consensus;
- Ability to administer the elementary school budget;
- Ability to collaborate with all levels within the organization in order to achieve a common goal;
- Demonstrate sensitivity and understanding of diverse academic, socioeconomic, cultural and ethnic backgrounds;
- Able to articulate and live the mission and values of the Archdiocese.

In order to be considered for an interview, please submit electronically a letter of introduction, cv/resume, letter of reference from current Pastor and contact information (including name, address, phone number and email address) of three professional references by **October 15, 2017** to:

Maureen Gallagher, Director, Human Resources. magallagher@archphila.org

To view the full position description and information on our mission and characteristics of our schools, please visit our website at www.archphila.org/employment

EQUAL OPPORTUNITY EMPLOYER