

**ARCHDIOCESE OF PHILADELPHIA
POSITION DESCRIPTION**

Job Title:	Secretary for Elementary Education	Position Reports to:	Auxiliary Bishop for Catholic Education
FLSA Status:	Exempt	Date Reviewed:	August 2017

POSITION SUMMARY

The Secretary for Elementary Education reports to and works with the Auxiliary Bishop for Catholic Education and the Executive Board for Elementary Education (EBEE). The Secretary is responsible for the leadership, oversight, and supervision of the elementary education division of the Office of Catholic Education. In this capacity, she/he provides leadership and direction for the employees in the Office of Catholic Education responsible for elementary education and collaborates with all Archdiocese of Philadelphia (AOP) personnel/offices participating in Catholic Education within the Archdiocese.

DUTIES AND RESPONSIBILITIES

A. Educational Leadership

- Provides effective guidance and resources to pastors and principals with respect to the organization, administration, supervision and evaluation of the operation of the AOP elementary schools that aligns with the vision, plan, goals, priorities and mission of the Archdiocese and the EBEE;
- Helps to promote the Catholic Identity of each school;
- Oversees the collaborative development of a three (3) year strategic plan for the elementary schools;
- Assists in the development and implementation of elementary school policies adopted by the EBEE and/or the Archdiocese as it relates to Catholic identity or K-12 policies ;
- Collaborates with the pastors and principals in the administration, implementation, and interpretation of all Archdiocesan policies and procedures;
- Informs the EBEE regarding needs, issues, and operation of the elementary schools;
- Demonstrates professionalism and accountability in reporting to the EBEE and all constituents;
- Coordinates the operation of Catholic elementary schools by serving and guiding pastors, principals, school board members and teachers to reach excellence in Catholic school education;
- Develops and maintains high standards for professional growth and development for all categories of professional staff members;

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B. Academic Quality

- Ensures the continual development of quality in all curricular programs and the uniqueness of all elementary schools;
- Formulates and manages the implementation of academic strategies to attain the highest standards of excellence in education and operations and to sustain and enhance Catholic school education for the future;
- Tracks student academic performance and reduces achievement gaps, through whole school improvements in curriculum, instruction, and technology enhancements;
- Creates a reputation for innovation and creative learning environments throughout the Archdiocese's schools.

C. Administration, Finance and Advancement

- Represents the schools of the archdiocese with outside agencies to ensure full participation by schools in benefits available from state, federal, and private programs;
- Recommends to the EBEE, in collaboration with the finance office, and the Finance Committee of EBEE, the annual OCE elementary school budget;
- Administers the OCE elementary school budget;
- Provides collaborative leadership with OCE staff, in assisting County Advisory Councils, principals and pastors in addressing individual school needs;
- Partners with Foundation for Catholic Education, BLOCS, Faith in the Future Foundation and other advancement organizations to support financial assistance through initiatives including EITC strategies such as TuitionCare, EITC Awareness Weekend, etc.
- Leverages the professional and management resources of the Foundation for Catholic Education for the enhancement of the elementary schools.
- Oversees and evaluates the work of the OCE elementary schools leadership team.

D. Communication and Collaboration

- Works in collaboration with the OCE Senior Staff and Faith in the Future Foundation on a shared vision and message for Catholic Education.
- Promotes and supports the System of Secondary Schools of the Archdiocese of Philadelphia to the elementary principals, teachers, and families.
- Develops in collaboration with the Superintendent of Secondary Schools all policies which relate to K-12 Catholic education.
- Ensures that curriculum development is prepared and developed in consultation with the Superintendent of Secondary Schools so that Catholic Education K-12 is seamless.
- When possible, supports and promotes K-12 professional development for teachers and administrators.

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- Visits school on a regular basis, affirming, evaluating, and consulting with local school personnel regarding their educational programs;
- Serves as the face of Catholic elementary education in the AOP through regular communications with all stakeholders and constituents, including students, parents, teachers, school boards, benefactors, and strategic partners;
- Assists schools to articulate the vision, goals and accomplishments of Catholic elementary education to the public through frequent and effective communication with and through the media;
- Provides ongoing feedback to staff in an atmosphere of continual improvement through an annual review process;
- Maintains a system of internal communication with all elementary schools;

QUALIFICATIONS

- Practicing Roman Catholic in good standing;
- Advanced graduate degree in educational leadership, doctorate preferred;
- Pennsylvania Letter of Eligibility Certification desired;
- Educational visionary able to articulate the mission, vision, and values of the Archdiocese, EBEE, and the Office of Catholic Education;
- Ten years of experience in the educational mission of the Church; with five of the ten years of experience at a district or diocesan level in a supervisory/leadership role;
- Evidence of successful teaching experience;
- Ability to administer the elementary school budget;
- Excellent written, verbal, and communication skills;
- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds;
- Ability to collaborate with all levels within the organization in order to achieve a common goal;
- Ability to lead and to build consensus.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.