



Diocese of Pittsburgh

2900 Noblestown Road, Pittsburgh, PA 15205-4227

Phone 412-456-3016

E-mail: jhirst@diopitt.org · Website: www.diopitt.org

Department of Human Resources

JOB POSTING

Secretary of the Secretariat for Catholic Schools and Superintendent of Catholic Schools

Applications are now being accepted for the position of Secretary of the Secretariat for Catholic Schools and Superintendent of Catholic Schools for the Diocese of Pittsburgh. Bishop David Zubik has established the Secretariat for Catholic Schools, with the goal of creating a new, innovative model for Catholic Education to better position the schools for the future in what has become an increasingly demanding educational environment. The Secretary of the Secretariat for Catholic Schools and Superintendent of Catholic Schools will report directly to the General Secretary/Vicar General and work collaboratively with the Assistant Superintendent for Secondary Catholic Schools, Director of Curriculum and Assessment, Director of the Office for Government Grants, the Director for Catholic School Catechesis, and Regional Superintendents.

This is an exciting opportunity for an innovative educator to transform the educational landscape for Catholic schools across the Diocese. The Diocese is seeking a dynamic Catholic leader with the experience to partner with the leadership within the Secretariat for Catholic Schools in providing excellence in our schools. The Secretary of the Secretariat for Catholic Schools and Superintendent of Catholic Schools will manage expectations and be accountable for the overall academic quality of the system.

Qualifications for the Secretary of the Secretariat for Catholic Schools and Superintendent of Catholic Schools include:

- A Master's degree in educational administration/school leadership/curriculum and instruction; a doctorate in education or related field preferred;
 - Minimum of 10 years of successful school leadership;
- Contemporary knowledge of academics, including curriculum development, professional development and technology;
 - A clear vision of the mission of Catholic education and ability to articulate this vision;
- Knowledge and understanding of the teachings of the Church, and the communion of the Church at the parish, diocesan, national and universal levels;
- Understanding of current educational research, religious and secular curricula, cognitive theories and effective pedagogical techniques;
 - A commitment to academic excellence across all aspects of curriculum;
 - Track record of leading and effecting organizational change;
 - Data-driven including the ability to establish success metrics;
- Relationship oriented leadership style with demonstrated ability to work with a variety of constituencies (regional superintendents, principals, boards, clergy, parents, etc.);
- Demonstrated experience in developing strategic partnerships with universities, educational reform groups, educational organizations, etc.;
 - Practicing Catholic with a commitment to Catholic identity in schools.

A competitive salary will be offered to the successful candidate as well as a full benefit package.

Qualified applicants should submit a letter of interest, a curriculum vitae, and three letters of recommendation to:

Deacon Jeff Hirst, Director of Human Resources, at jhirst@diopitt.org.

Application materials must be received by January 31, 2024.