

Diocese of Erie

St. Mark Catholic Center Position Profile

Job Title: Director of Strategic Planning and Analytics
Department: Catholic Schools Office
Location: Erie (SMCC)
Reports to: Superintendent of Catholic Schools
Cabinet: Superintendent of Catholic Schools
Classification: Salary
FLSA: Exempt; Full-Time
Budget: 00532
Date Created: 07/14/26 (updated)

OBJECTIVE

The Director of Strategic Planning and Analytics provides strategic leadership for the collection, analysis, reporting, and use of data to support the mission and continuous improvement of Catholic education throughout the Diocese of Erie. Working collaboratively with the Superintendent of Catholic Schools, diocesan leadership, principals, and other departments, the Director develops comprehensive data systems that inform decision-making, strengthen school effectiveness, and promote organizational excellence.

This position oversees the catholic schools diocesan information systems, develops executive dashboards and performance reports, analyzes trends in enrollment, student achievement, finances, and school operations, and ensures the accuracy, integrity, and security of diocesan data. The Director also supports accreditation, strategic planning, compliance reporting, and school improvement efforts by providing timely and meaningful data analysis that assists school leaders in making informed decisions.

The Director collaborates with instructional, finance, advancement, enrollment, and technology leaders to promote a culture of data-informed decision-making that advances academic excellence, operational effectiveness, financial sustainability, and the mission of Catholic education.

The ideal candidate possesses strong analytical and communication skills, demonstrates expertise in educational data systems and business intelligence tools, and is committed to using data strategically to strengthen Catholic schools throughout the Diocese of Erie.

RESPONSIBILITIES

- Develop and maintain comprehensive data systems that support diocesan schools and the Catholic Schools Office.
- Design and maintain executive dashboards and reports for the Superintendent, Bishop, principals, and diocesan leadership.

- Analyze trends in enrollment, attendance, student achievement, demographics, finances, and operational performance.
- Oversee the diocesan information systems and ensure data accuracy, consistency, integrity, and security.
- Coordinate diocesan, state, and federal data collection and reporting requirements.
- Ensure compliance with FERPA, diocesan policies, and applicable data privacy and security standards.
- Analyze standardized assessment results and other measures of student performance to support instructional improvement and school effectiveness.
- Collaborate with school leaders to support accreditation, strategic planning, and continuous improvement initiatives through meaningful data analysis.
- Develop and maintain interactive dashboards using business intelligence tools to provide real-time performance metrics.
- Train principals and diocesan staff in the effective use and interpretation of data systems, dashboards, and reports.
- Provide analytical support for strategic initiatives related to enrollment growth, staffing, budgeting, resource allocation, marketing, and school sustainability.
- Collaborate with the Superintendent, principals, Finance Office, Advancement and Enrollment teams, Technology Department, and other diocesan offices to support organizational decision-making.
- Maintain documentation, prepare reports, and participate in Catholic Schools Office meetings, committees, and professional development.
- Perform other duties as assigned by the Superintendent of Catholic Schools.

QUALIFICATIONS

Education

- Bachelor's degree in data analytics, information systems, educational leadership, statistics, business administration, computer science, or a related field is required.
- Master's degree in data analytics, educational leadership, business analytics, information systems, or a related field is preferred.

Experience

- Three or more years of experience in educational data analysis, institutional research, business intelligence, or a related field.
- Experience working with student information systems and educational data management.

COMPETENCIES

- Demonstrated proficiency with Microsoft Excel and business intelligence tools such as Power BI, Tableau, or Google Looker Studio.
- Knowledge of educational assessment, accreditation, accountability systems, and continuous improvement practices.
- Understanding of FERPA and best practices related to data governance, privacy, and security.

- Excellent analytical, organizational, written, verbal, and presentation skills.
- Ability to communicate complex data in a clear and meaningful manner to both technical and non-technical audiences.
- Valid driver's license with the ability to travel throughout the Diocese of Erie.

Preferred Competencies

- Experience in Catholic school leadership or diocesan educational administration.
- Experience with SQL, database management, data visualization platforms, and predictive analytics.
- Knowledge of the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS).
- Experience supporting strategic planning, enrollment management, accreditation, or school improvement initiatives.
- Experience developing executive dashboards and key performance indicators for organizational leadership.

PHYSICAL REQUIREMENTS

- Ability to travel regularly to schools and diocesan locations throughout the Diocese of Erie.
- Ability to present information, facilitate meetings, and provide professional development to school and diocesan personnel.
- Ability to lift and transport technology equipment or presentation materials up to 20 pounds on an occasional basis.

Note: The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

Supervisor

Date

Incumbent

Date