



ARCHDIOCESE OF SAN FRANCISCO JOB DESCRIPTION

TITLE: Dir. of Catholic Identity Assessment & Formation

DEPARTMENT: Catholic Identity
Assessment & Formation

REPORTS TO: Moderator of the Curia

FLSA STATUS: Exempt, full-time

PURPOSE:

The Office of Catholic Identity Assessment has a two-fold charge: first to help Catholic elementary and high schools in the Archdiocese strengthen their Catholic identity, character, and mission, and second, to assess the extent to which these schools are fulfilling their Catholic mission in their core activities.

Strengthening Catholic identity in schools has two facets: strategy and formation of the formators. In this context, strategy identifies the way academics, spiritual and moral norms and practices, and religious activities work together to reinforce Catholic practice and understanding. Formation of the formators entails helping teachers and administrators acquire the knowledge and skills to communicate Catholic teaching and practice at the high school and grade school level.

In order to be effective and acceptable, assessment must be objective and accommodate the particular heritage, traditions, and emphases of each Catholic school as it fulfills its mission. Accordingly, the director works with collaborators whose expertise contributes to this effort. These collaborators are knowledgeable in Catholic education and Catholic institutional culture. They provide guidance in establishing norms for Catholic performance in academics, extracurricular activities, and spiritual ministry in each of the schools. Assessment also implies review of materials, procedures, and practices at Catholic institutions. This is done in compliance with the Department of Catholic Schools (DCS) protocols and procedures for assessment and in with the assistance and advice of teachers or administrators who are experienced and serve in the Catholic schools.

RESPONSIBILITIES:

The Director participates in the DCS-sponsored systems review process for archdiocesan Catholic high schools and directs the Catholic identity component of the assessment. Each high school undergoes a full assessment every four years and submits a written report of progress annually, which includes a specific accounting of progress made in the area of Catholic identity. (WCEA standards are in transition so this worksheet will need to be re-designed). Working with the DCS systems review team, the Director is responsible for writing the Catholic identity assessment and for developing specific commendations for strong performance and recommendations for what the school needs to address moving forward.

The Office of Catholic Identity Assessment also provides workshops, sessions, and seminars designed to develop the expertise of teachers and administrators in molding Catholic culture in their institutions. Such events can be tailored either to specific schools or to teachers of specific disciplines (such as those teaching literature, science, history, etc.) For most of these seminars the director will enlist presenters who are expert both in the secular content of the particular discipline as well as in its relationship to the Catholic intellectual tradition.

The Director will also be responsible for undertaking special interventions requested by either the archbishop or the boards and/or presidents of the various Catholic high schools.

While reporting to the Moderator of the Curia, the Director also works collaboratively with the Superintendent of Catholic Schools. The Director usually participates in their staff meetings and keeps the Superintendent of Catholic Schools and her staff informed about any activities or new initiatives being undertaken by the Office. The Director also works closely with the assistant superintendent for faith formation, religious instruction, and accreditation in matters pertaining to the Catholic identity, character, and culture of archdiocesan elementary schools.

REQUIREMENTS

Advanced degree in education or a related field and experience working in the areas of Catholic identity and culture and assessment.

REPORTING RELATIONSHIP

The Director of Catholic Identity Assessment and Formation reports to the Moderator of the Curia and closely aligns her activities with the Archdiocesan Superintendent of Catholic Schools.

FOR APPLICATION

Please submit cover letter, resume and a completed application to Christine Escobar, Human Resources Manager at the Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109 or email: escobarc@sfarch.org

STATEMENT OF NON-DISCRIMINATION

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, will consider for employment qualified applicants with criminal history.