



CATHOLIC DIOCESE  
OF DALLAS

POSITION STATEMENT  
SUPERINTENDENT SEARCH  
2023



The  
Education  
Group

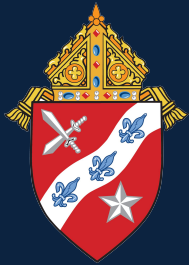
**SUPERINTENDENT OF CATHOLIC SCHOOLS SEARCH**

**CATHOLIC DIOCESE OF DALLAS**

**3725 Blackburn St.**

**Dallas, TX 75219**

**<https://www.cathdal.org>**

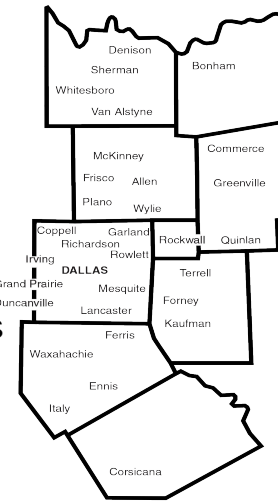


## Mission Of Catholic Schools Office

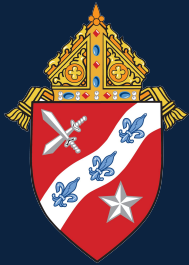
To provide support, guidance and opportunity for the local schools that help lead students to College and Heaven.

### HISTORY

The Diocese of Dallas was established in 1890 with the installation of its first bishop, Bishop Thomas Francis Brennan. The Diocese formerly encompassed a 120,000 square mile area spreading from Texarkana to the Panhandle, and El Paso, Culbertson, and Hudspeth Counties. Over time, the Dioceses of El Paso, Lubbock, Amarillo, Tyler, and Fort Worth were carved out of the Diocese of Dallas. Currently, the Diocese encompasses an area of 7,523 square miles stretched across Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall Counties. Its 69 parishes and five quasi-parishes serve approximately 1.3 million Catholics and a larger North Texas community of more than four million people. Established in 1871, Immaculate Conception in Corsicana is the oldest continuously operated parish in the Diocese. Sixty-five years later, its Catholic school, James L. Collins, was established in 1955. Today, the Diocese is led by Bishop Edward J. Burns who was appointed the eighth Bishop of the Diocese by Pope Francis in 2017.



*Cathedral Sanctuario de Guadalupe in Downtown Dallas*



# Forming Saints And Scholars

## EDUCATION AS A MINISTRY OF THE DIOCESE

Of the many ministries of the Catholic Diocese of Dallas--from worship, to marriage and family life, to social justice—education of its youth remains a top priority. Bishops across the United States speak as one in their commitment to Catholic schools as a vital part of the teaching mission of the Church. A 2012 survey conducted in all parishes of the Diocese of Dallas showed that 82% of parishioners believe that Catholic education is vital to the successful future of the Catholic Church. In the Diocese of Dallas, schools have been educating students for more than a century, and for more than 60 years in most Diocesan schools. Throughout decades, diocesan schools as a whole have borne the fruits of Catholic education: providing an academically rigorous education within a Catholic worldview and strengthening both the Catholic community and the wider society. Here in the Diocese of Dallas, people are a part of a community that innovates, a city that creates, a faith family that collaborates, and a diocese that forms saints and scholars through its Catholic schools.



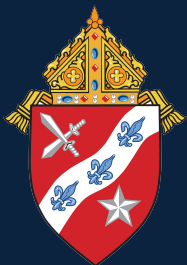


# Forming Saints And Scholars



Because of the critical importance of Catholic schools, in January 2011 then-Bishop Kevin J. Farrell convened a Committee on Catholic Schools charging it to “develop a comprehensive Strategic Plan on Catholic schools that will provide a blueprint for Catholic school education in the Diocese for many decades to come.” As a result of extensive study and research, the Committee produced and presented in 2013 the elementary school education report, [Reach for the Future: A Blueprint for Excellence](#). A year later the report on diocesan high schools, [Our Students, Our Future: A Roadmap for Excellence](#), was published.

On February 9, 2017, one year after these two strategic plans had just begun to be implemented by the new Superintendent, Bishop Edward J. Burns was installed as the eighth Bishop of the Diocese of Dallas. With passion and commitment, he assumed the mandate of the Church “to nourish and nurture her children and to watch over every increment of their growth.” Bishop Burns’ unwavering belief in the integrity and sacredness of every child lies at the heart of his dedicated support for Catholic education. Under his direction, he has allocated funds to Catholic education through annual fundraising events such as the [Bishop's Annual Appeal](#) and the [Bishop's Invitational](#) that has now raised more than \$7 million dollars since its inception in 2012. This year's 2022 tournament was a record-breaking event in tournament history. Among the Bishop's fundraising efforts for Catholic schools in his Diocese, the most innovative is the [HALO Initiative](#). Founded in 2020, the initiative was launched as an independent organization to work in collaboration and in alignment with the Catholic Schools Office (CSO) to help make Catholic education accessible to more families. Its pilot program HALO 139 has recruited 139 students from 109 families and has assisted with reduced tuition in placing these children in five schools located in different sectors of the Diocese. HALO manages the tuition assistance program for the CSO, coordinating donations and awarding approximately \$2 million dollars in tuition assistance for families each year. Bishop Burns is very proud of his Catholic schools and his aspirations are high. His vision for the Diocese of Dallas is that it will serve as a beacon for drawing all who seek academic excellence and a faith-filled environment to its Catholic schools where saints and scholars are formed.



# The Catholic Diocese of Dallas Fast Facts

## SCHOOLS



### TOTAL NUMBER OF SCHOOLS:

36 Elementary/Secondary  
1 University

**Total Enrollment:** 13,874

\*Colleges and Universities: 1 (not included in total enrollment)

### DIOCESAN HIGH SCHOOLS: 3 CO-ED

- Enrollment: 2,145
- President-Principal Model: 3

### PARISH ELEMENTARY SCHOOLS: 26 CO-ED

- Enrollment: 8,309
- President-Principal Model: 5

### PRIVATE SCHOOLS: 3 SINGLE SEX AND 4 CO-ED

- Total Enrollment: 3,420
- Grades 9-12: 3
- Grades PK- 8: 1
- Grades 5-12: 1
- Grades PK-12: 1
- Ungraded: 1: ages 8-23
- President/Head of School-Principal Model: 5

## FINANCE



### AVERAGE TUITION 2022-2023

- Diocesan High Schools: \$19,295
- Private High Schools: \$22,288
- Diocesan Elementary School: \$7,400
- Private Elementary Schools: \$10,200

### FINANCIAL AID TO DIOCESAN SCHOOLS:

Total \$2,182,382.00

## DIOCESE



**ESTABLISHED:** 1890

**CURRENT BISHOP:** Bishop Edward J. Burns

**PARISHES:** 69

**QUASI-PARISHES:** 5

**SEMINARIES:** 2

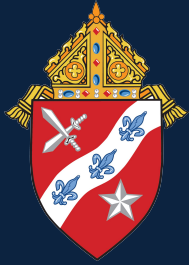
**NUMBER OF CATHOLICS SERVED BY PARISHES:** 1.3M

## Affiliations and Associations



Texas Catholic  
Conference of Bishops





# The Road To College And Heaven Starts Here

## THE POSITION

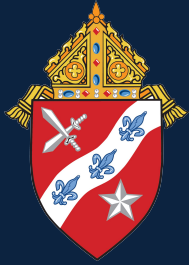
The Catholic Diocese of Dallas seeks an inspirational leader as Superintendent of Catholic Schools who is passionate about ensuring an excellent Catholic education for those in his/her care--students, families, and the educators who dedicate their lives. The next Superintendent must understand the philosophy, scope, and purpose of Catholic education and be a person who operates with vision and purpose. Grounded in the Catholic faith, s/he must be a servant leader whose confidence, enthusiasm, and commitment are apparent to all. As a member of the Diocesan Office's senior staff and leader of The Catholic Schools Office, the Superintendent reports to the Chief Operating Officer, meets regularly with the Bishop and the Chief Human Resources Officer, is assisted by an Associate Superintendent, and oversees an additional office staff of 12.



## SUMMARY OF JOB DESCRIPTION

Representing the Diocese of Dallas, the Superintendent of Catholic Schools serves as the executive leader and chief academic administrative officer in all matters related to Catholic schools both internal and external to the diocese. The Superintendent is responsible for vision, mission and whole-system development, professional development for pastors, presidents, principals, and other producer-level employees at the schools, and for maintaining shared-services across the entities that make up the Diocesan school system. Primarily, this means that the Superintendent is required to provide leadership, support, guidance and opportunity for the local schools that help lead students to college and heaven. The Superintendent also manages governance, hiring, and assessment (through pastors, as appropriate) of the local school sites and organizations. The four overarching areas of focus for the Superintendent of Dallas Catholic Schools are: Catholic Identity, Academic Excellence, Governance, and Operational Viability. The Superintendent acts as the Bishop's designee for independently incorporated Diocesan schools and the liaison to other independent Catholic schools within the Diocese.





# The Road To College And Heaven Starts Here

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The position of Superintendent requires the oversight and performance of a myriad of responsibilities and duties. A select number of these are identified and grouped under overarching areas of oversight in the listing below. [For a full and detailed job description click here.](#)

### CATHOLIC IDENTITY

- Ensures that Catholic identity is appropriately maintained in all Diocesan schools.
- Provides ongoing development and implementation of a consistent mission, vision and philosophy of Catholic school education in the Diocese.
- Acts as a special advisor to pastors, principals, and presidents on any matters related to Catholic Schools that they may be facing.

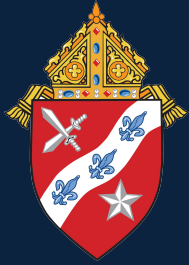
### ACADEMIC EXCELLENCE

- Responsible for identifying, maintaining, developing and implementing the strategic plan for Diocesan Catholic schools.
- Identifies opportunities for new Catholic schools and develops plans for maintaining struggling Catholic schools.
- Develops and maintains a strong working relationship with local Catholic school advisory councils, pastors, principals, and presidents and with national, regional and state associations of education.
- Meets regularly with principals in order to address issues related to educational quality and advancement of the schools.

### GOVERNANCE

- Serves as a resource and support to the Bishop, his Senior Staff, and all other offices and committees within the Diocese regarding matters related to Catholic schools.
- Manages, develops, and implements system-wide and school-specific governance models.
- Works with independent school chairpersons to provide training, direction, and oversight.
- Act as the Bishop's Designee for all operational matters at the independent Diocesan schools.





# The Road To College And Heaven Starts Here

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (cont'd)

### POLICIES AND PROCEDURES

- Responsible for the implementation and management of HR practices and policies at the specific direction of the Chief Human Resources Officer.
- Acts as the conduit for schools to access legal assistance through the Diocese current attorneys in conjunction with the Chief Human Resources Officer
- Develops, maintains and manages practices, protocols and policies for all legal matters facing the schools that do not involve employees.
- Acts as a formal advisor to pastors, principals, and presidents regarding matters of legal or Diocesan policy, and serves as a formal arbiter of the same per current diocesan policies.

### COMPLIES, COLLABORATES, AND COMMUNICATES WITH ALL CONSTITUENCIES AND RELEVANT AGENCIES

- Responsible for the marketing and communication process for schools within the Diocese.
- Interprets the programs and policies of the school system to school personnel, to individuals, and community groups and to regulatory agencies.
- Oversees all data collection, analysis, and application of data for schools within the Diocese, and creates reports as requested by principals, pastors, or members of the pastoral center.
- Visits schools regularly in order to have first-hand knowledge of existing programs and the unique circumstances that impact the operation of the institution.

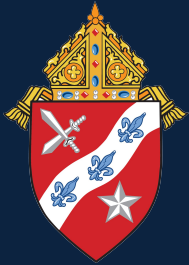
### DEVELOPMENT, FUNDRAISING, AND STEWARDSHIP

- Sets the vision, mission and development goals for the system-level development.
- Interacts with and maintains strong relationships with outside funders and donors.
- Interacts and works closely with the development office for system-level fundraising efforts.
- Maintains appropriate relationships with the funds that make up The HALO Initiative, including Diocesan Education Endowment Trust, Our Faith, Our Future, The Catholic Foundation, ACE Scholarships, Jethsuby, and local and national family foundations and donors

### OPERATIONAL VIABILITY AND SUSTAINABILITY

- Supervises all operations, budgets and personnel related to the Catholic schools.
- Reviews, assists and helps set standards for budgeting, accounting and other shared services.
- Oversees and develops the financial aid process for the Diocese.
- Lead and Manage the Catholic Schools Office Team
- Manages all aspects of the Catholic Schools Office including development/implementation of budget and hiring of all office personnel.





# The Road To College And Heaven Starts Here

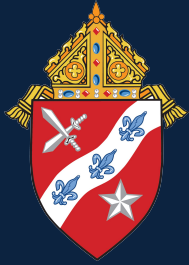
## OPPORTUNITIES AND CHALLENGES

The Catholic Schools Office has distinguished itself through its dedication to serve its 36 Catholic schools – of all sizes, grade levels, and different locations throughout the large geographical reach of the Diocese of Dallas. The next Superintendent will enter a supportive and collaborative educational environment that is unabashedly Catholic and focused on academic excellence. S/he will find a mission-driven, thriving school system that has increased its enrollment by 3% in 2022-2023. While many Catholic schools across the country closed during the pandemic, the Diocese of Dallas grew in enrollment and plans to open new schools in the future. On a day-to-day level, the next Superintendent will discover support is in place from a well-organized office staff, each with his or her own mission-developed role. Yet, the next Superintendent will also face challenges. Like many Catholic schools across the country, schools in the Diocese who minister to a predominantly underserved population struggle due to limited finances and other resources, and thus they rely heavily on the Catholic Schools Office for support and financial assistance. Beyond helping their struggling schools, all school leaders--pastors, presidents, and principals alike--also desire to be even better, to be the best Catholic school system in the country, serving as a role model for other dioceses. The next Superintendent will be asked to embrace these opportunities and challenges and address the following priorities in the next three-to-five years:



### PRIORITIES:

- To provide exceptionally talented and qualified leaders and teachers
- To work toward creating a level playing field with sustained support and comparable opportunities and resources for all diocesan schools
- To ensure excellence in academics that ultimately prepares students for college
- To increase Catholic school visibility in the Diocese and wider community
- To grow student enrollment
- To ensure financial stability for existing schools



# The Ideal Candidate

## REQUIREMENTS

- Must be a Catholic in good standing with the Church
- Master's degree in educational administration, supervision, or leadership (doctorate preferred)
- Ten (10) years teaching and at least five (5) years administrative leadership experience in Catholic schools

## ESSENTIAL PROFESSIONAL AND PERSONAL QUALITIES:

The ideal candidate for the Superintendent of Catholic Schools will bring the following experience, abilities, and qualities to the position:

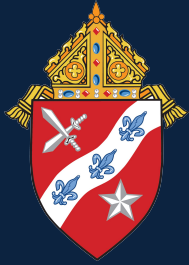
### DESIRED PROFESSIONAL ATTRIBUTES

- An understanding of the philosophy, purpose, and scope of Catholic education
- A strong work ethic driven by vision and purpose
- Experience in working with boards and donors
- Executive Catholic leadership experience
- Entrepreneurial qualities to market and promote growth in Catholic schools
- Management experience in a matrix-structured organization

### DESIRED PERSONAL ATTRIBUTES

- Passion for the job of being Superintendent
- Exceptional communication and interpersonal skills that inspire and engage a wide range of stakeholders
- Deep commitment to and love for the Catholic faith
- Executive presence that inspires organizational and professional confidence
- An ease and confidence in making firm and fair decisions
- Is a self-starter with strong emotional intelligence





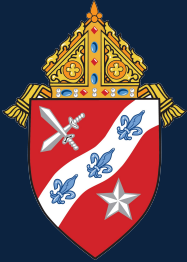
## Location



### DALLAS, TEXAS

Dallas is a thriving, global city with a diverse economy and vibrant culture. The city is ninth largest in the continental United States and is the main cultural and economic center of the 12-county Dallas-Fort Worth metropolitan area—at 7 million people, it is the fourth largest metropolitan area in the United States. Dallas enjoys an economy based on banking, commerce, telecommunications, computer technology, energy, healthcare, and transportation.

A vibrant educational and intellectual city, the DFW area is home to more than 12 institutions of learning, including Southern Methodist University, Texas Christian University, the University of Texas Southwestern Medical Center, University of Dallas, University of Texas at Dallas, as well as the Perot Museum of Nature and Science and the Holocaust and Human Rights Museum. Four Nobel Laureates live and work among these institutions. It is a city with a large and collegial independent school network as well as an active non-profit and philanthropic community. Downtown Dallas has undergone an impressive expansion and energized appearance with the Dallas Arts District providing leadership. The Dallas Arts District, the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks, is home to the City's leading visual and performing arts institutions. The District is comprised of museums, performance halls, corporate offices, residences, restaurants, churches and a high school for the performing arts. There are numerous opportunities throughout the Metroplex for family outings—George W. Bush Presidential Library and Museum, Dallas Arboretum, Fort Worth Botanic Garden, the Dallas and Fort Worth Zoos and Dallas Aquarium, to name a few. Professional sports draw large crowds. The NFL Dallas Cowboys, MLB Texas Rangers, NHL Dallas Stars, NBA Dallas Mavericks, and MLS FC Dallas offer year-round opportunities for spectators. High school and college sports are not far behind when it comes to fan participation and interest. The cityscape is punctuated by multiple skyscrapers and handsome architecture. Iconic buildings include the Reunion Tower, JFK Memorial, and Dallas City Hall, designed by famed architect I. M. Pei. The Margaret Hunt Hill Bridge, with its signature steel arch, expands the Dallas skyline and is a notable landmark to the city's western corridor. As for weather, winters are mild, spring and fall are short, and summers are hot and sometimes humid. Air-conditioning reigns.



# How to Apply

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Applications will be accepted and reviewed as they are received and until the successful candidate is found. Please send the following materials in PDF documents to the search consultants:

- Letter of interest specifically addressing this position
- Résumé
- Statement of executive leadership philosophy
- List of five professional references with email and phone contact information as well as a statement about the relationship to the applicant. Additional letters of reference are accepted but not required.



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