Catholic Schools Office Staff Responsibilities 2024-2025

Louis P. De Superintendo	Carol Ripken Associate Superintendent Mondays, Wednesdays, Thursdays		
Aquinas Academy Archmere Academy Christ the Teacher Catholic School Holy Angels School Holy Cross School Most Blessed Sacrament Catholic School Nativity Preparatory School of Wilmington Padua Academy Saint Ann School Saint Christopher's Preschool Saint John the Beloved School Saint Mark's High School Saint Mary's Preschool Saint Mary Magdalen School Saint Peter Cathedral School Salesianum School Serviam Girls Academy Ursuline Academy	Bishop's Visits Board of Catholic Schools CPO Curriculum Coordinators DE Association for Independent Schools Government Programs Immaculata University Liaison Level Coordinators Maryland Catholic Conference — Education & Family Life Committee Mentoring Program — Years 1 and 2 Middle States Association Neumann University Liaison PSAT / SAT Renaissance SEVIS	Good Shepherd Catholic School Immaculate Heart of Mary School Mount Aviat Academy Saint Anthony of Padua School Saint Edmond's Academy Saint Elizabeth Ann Seton Preschool Saint Elizabeth Elementary School Saint Elizabeth High School Saint Francis de Sales School Saints Peter & Paul Elementary School Saints Peter & Paul High School Counselors Maryland Catholic Conference Board Mentoring Program – Years 3 and 4 Mount St. Mary University Liaison Principal Evaluation Process Principal Search Process Professional Development Approval Teacher Evaluation Process	

Mary Filippone			
Personnel Coordinator			

Administrator Applications
ARTC – Alternative Route to Certification
Delaware Department of Education
DEEDS – Delaware Educator Data System
Employment Agreements
Employment Postings
Employment Verifications

Licensing & Certification

Personnel

Personnel Records
PowerSchool Personnel
Principal Search Process
Teacher Applications

Daniel Pin Director Youth, Young Adults, and Family Life CYM Sports – Aaron Frye Office Coordinator – Jen Watson	Dr. MaryAnn Wallen Director Religious Education Marriage and Family Life Respect Life Administrative Assistant – Tara Riddell	Amanda McLain Assistant to the Superintendent
Assessment of Religious Knowledge (ARK) Campus Ministers Catechetical Certification Program Catechetical Records – Elementary Schools Religion Coordinators Youth Ministers	Catechetical Records – High Schools Theology Chairpersons Theology Assessment	CSO Annual Report Technology Platforms (CSO Intranet, SurveyMonkey, Woofoo) Board of Catholic Schools – Secretary Census Data Federal Family Survey Scholastic Testing Service – HSPT Nurses Office Finances Office Supplies

PSISJS	Bright Arrow - ClassLink - eCollect - PowerSchool - PowerSchool Administrators - Securly