



***Office for Catholic Schools, Diocese of Wilmington***

***Position Available: Associate Superintendent***

The Office for Catholic Schools, Wilmington, DE, seeks qualified applicants for the full-time position of ASSOCIATE SUPERINTENDENT beginning August 1, 2024. The Diocese of Wilmington serves over 8800 students in 15 parish and diocesan elementary schools, 4 parish and diocesan high schools, 3 early education centers, and 8 private elementary and secondary schools. Besides the Superintendent of Schools, the staff of the Office for Catholic Schools includes a part-time Associate Superintendent, a Personnel Coordinator, and an Administrative Assistant.

The Associate Superintendent of Schools collaborates with the Superintendent of Schools and other members of the staff in implementing the goals and objectives of the Office for Catholic Schools, especially by overseeing programs that impact the faith formation, academic rigor, and service opportunities in schools. The Associate Superintendent participates in supervision of assigned schools and coaching of assigned school personnel, planning and implementing diocesan school-wide events, and participating in planning for the future of quality Catholic education.

The successful candidate should possess the following qualifications:

- An understanding of and passion for Catholic school education
- An understanding of the Catholic Church at parish, diocesan, and national levels
- A commitment to the Diocesan educational mission
- Knowledge of elementary and/or secondary curriculum and pedagogy
- Strong interpersonal skills
- Excellent verbal and written communication skills
- Strong organizational skills
- Experience with Microsoft Office and Google suite
- Strategies for conflict management
- Trustworthy and discreet with confidential/sensitive materials, information, and data

The successful candidate must meet the following criteria:

- Live as a practicing Catholic in good standing, and be able to speak and witness to the sacramental life of the Church
- Hold an advanced degree (Master's or higher) from an accredited institution in Education, Educational Administration, or Educational Leadership
- Have a minimum of three years teaching experience and three years administrative experience in a Catholic school

A cover letter and resume should be forwarded, no later than **Friday, May 3**, to:

Mary Filippone, Personnel Coordinator  
Catholic Schools Office  
Diocese of Wilmington  
1626 N. Union Street  
Wilmington, DE 19806  
or [mfilippone@cdow.org](mailto:mfilippone@cdow.org)