

The Mother of God Family of Parishes is seeking a Director of Schools to lead strategic initiatives for its 3 elementary schools, comprising St. Charles School, St. Albert the Great School, and Ascension School in Kettering, Ohio.

**Job Title: Director of Schools**

**Location:** Kettering, OH

**Position Type:** Full-Time, 12-month Exempt

**Position Overview**

The Mother of God Family of Parishes is seeking a visionary and collaborative leader to serve as the **Director of Schools** for our 3 preschool through 8th-grade elementary schools. Reporting to the Pastor, you will provide strategic oversight, administrative leadership, and guidance to our school principals to strengthen Catholic identity, ensure educational standards are met, and grow enrollment, while fostering a safe, inclusive, and high-achieving environment for all students.

**Key Responsibilities**

- **Mission & Catholic Identity:** Champion the integration of Gospel values and Catholic teaching throughout all aspects of school life. Ensure each school's Catholic identity is nurtured through faith formation, prayer, liturgy, and service. Serve as a visible witness to the Catholic faith, maintaining high moral standards and active participation in the sacramental life of the Church. Collaborate with the Director of Evangelization to plan and implement faith formation opportunities for school families and staff. Support principals in cultivating faith-filled school communities aligned with our parish mission.
- **Leadership, Governance, & Strategy:** Serve as a key member of the parish Leadership Team, councils, and commissions to develop parish strategies and ensure compliance with diocesan and Ohio Department of Education standards, including the Ohio EdChoice scholarship program. Lead the development and implementation of a unified strategic plan for parish schools, aligned with the broader vision of the Mother of God Family of Parishes. Foster collaborative relationships with parish staff, Archdiocesan officials, area Catholic high schools, and civic partners.
- **Operations and School Viability:** Lead our principals and staff to ensure full implementation and execution of diocesan curriculum standards and standardized assessment programs. Monitor academic performance and student achievement across schools. Promote continuous improvement through data-informed decision-making. Lead enrollment management, marketing, and recruitment strategies for parish schools. Analyze enrollment trends, demographics, and changing socio-economic patterns to support growth and long-term viability. Collaborate with principals, the Manager of Financial Services, and the Director of Administration to develop and manage annual school budgets. Lead efforts to create operational synergies and shared best practices across all three campuses to reduce duplication of effort. Identify fundraising priorities and lead school fundraising initiatives, including grant writing. Evaluate systems and processes to maximize shared resources and operational efficiency. Coordinate planning for facilities maintenance, capital improvements, and long-range needs.

## **Qualifications & Requirements**

### **Faith Commitment**

- Practicing Catholic in good standing with the Church, as evidenced by a letter of good standing from their home parish.

### **Education**

- Master's degree in Educational Administration or a related field required.

### **Experience**

- Minimum of 5 years of Catholic school leadership experience, preferably as a principal.
- Experience leading or supporting multi-site school organizations is strongly preferred.

### **Benefits**

- Full benefit package, including medical, dental, vision, life insurance, and paid time off.

### **How to Apply**

Email a cover letter, resume, and completed application (downloadable from: <https://online.fliphtml5.com/uzrhc/Employment-application---PDF-Fillable/>) to [smorris@mgparish.org](mailto:smorris@mgparish.org)