

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Assistant Director of Faith Development **EFFECTIVE DATE:** 07/2024

DEPARTMENT: Educational Services

POSITION SUMMARY:

The Assistant Director of Faith Development will be tasked with providing oversight and support to Campus Ministers, teachers of Religion, and Theology departments within the 88 elementary and 23 secondary schools in the Archdiocese of Cincinnati. He/she must practice and have a love of the Catholic Faith, and a desire to use his/her God-given talents to lead souls toward salvation.

The Assistant Director of Faith Development will report directly to the Deputy Superintendent of Catholic Identity, work with the Catholic Identity Team, and build productive and mutually respectful relationships with all co-workers and Catholic school personnel. He/she must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A devout, practicing Catholic in good standing with comprehensive knowledge of the Catholic Church, including history, structure, doctrine, and moral teaching. Passion for the Catholic faith. Engaged in the life of the Church.
2. Mission driven and self-motivated, operates productively without day-to-day oversight. Well-organized with strong attention to detail. Is proactive with a vision for Catholic schools.
3. Graduate degree in Catholic Theology or Education preferred.
4. At least 5 years leadership and instructional experience in Catholic education required. Experience in Catholic elementary education preferred.
5. Practical experience in campus ministry, retreat work, or evangelization preferred.
6. Experience in coordinating and leading meetings. Excellent verbal and written communication skills.
7. An engaging, faith-filled leader who can articulate a strong holistic vision for Catholic education, build buy-in and enthusiasm in educators, and translate that vision into practical execution.
8. Collaborative and personable. Builds productive and mutually respectful relationships. Trustworthy. Open to input.

REPORTS TO: Deputy Superintendent of Catholic Identity

DUTIES & RESPONSIBILITIES:

Assists the Deputy Superintendent of Catholic Identity in strengthening Catholic identity in all aspects of the 88 elementary and 23 secondary schools in the Archdiocese of Cincinnati. The Assistant Director of Faith Development should work collaboratively with other teams in the Catholic Schools Office, foster good pastor/parish relationships, support principals and school leaders, and build healthy mission-driven relationships with schools. Specific duties are as follows:

- 1.* Assist the Deputy Superintendent of Catholic Identity to support Campus Ministers in the 23 high schools. Support the 88 elementary schools in their role to bring the Gospel to students.
- 2.* Support elementary school leaders by recommending resources for faith development for students and staff.
- 3.* Develop and coordinate a professional learning community of religion teachers, specifically targeted to faith development.
- 4.* Support elementary school leaders by recommending quality resources for Catholic Faith development in their schools. Become a resource for schools.
- 5.* Actively promote Catholic virtue education along with the practice of living a virtuous life within schools.
- 6.* Visits schools and deanery meetings to meet with school leadership to support faith development initiatives.
- 7.* Propose and develop a personal faith sharing forum for principals and school leaders. (Ex: quarterly half-day faith sharing opportunities open to all leaders.)
- 8.* Other duties as assigned by the Deputy Superintendent of Catholic Identity.
- 9.* Assist the Deputy Superintendent of Catholic Identity in coordinating the Catholic Schools Week masses in Cincinnati and Dayton and other Catholic Schools Week activities.
- 10.* Acts as a member of the Catholic Schools Leadership Team.
- 11.* Work collaboratively with the Deputy Superintendent of Catholic Identity, members of the Catholic Identity Team, members of the Catholic Schools Office, and Pastoral Center when applicable, including participating in leadership meetings and activities.
- 12.* Participate in Catholic Schools Office and Pastoral Center activities.

SUPERVISION RECEIVED:

Works under the direction of the Deputy Superintendent of Catholic Identity

SUPERVISION EXERCISED:

N/A

TERMS OF EMPLOYMENT:

Salary	7 hours per day	35 hours per week
260 Days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

_____ Employee Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date