



**DIOCESE OF  
SAN JOSE**

**SUPERINTENDENT OF CATHOLIC SCHOOLS**  
**SEARCH PROSPECTUS**

**SAN JOSÉ, CA**

**2025**





## AT A GLANCE



**14,000+  
STUDENTS**



**1 NATIONAL BLUE  
RIBBON SCHOOL  
OF EXCELLENCE**



**28 ELEMENTARY  
SCHOOLS**



**6 HIGH SCHOOLS**



**IDENTIFY AS ENGLISH  
LANGUAGE LEARNERS**



**85% IDENTIFY  
AS CATHOLIC**



**RECEIVE TUITION  
ASSISTANCE**



**99%  
GRADUATION  
RATE**



## OVERVIEW

As Northern California's most populous county, the Santa Clara Valley is filled with the opportunities and challenges of economic, cultural, and ethnic diversity, with over 56 languages spoken. The Diocese of San José is a community comprising of approximately 525,000 Catholics, encompassing 54 parishes, missions, and pastoral center.

Most Rev. Oscar Cantú was appointed by Pope Francis as Coadjutor Bishop of San José on July 11, 2018, and became the third Bishop of the Diocese of San José on May 1, 2019. Bishop Cantú is seeking a **strong, strategic leader filled with faith and imagination** to serve as the Superintendent of Schools.

The Superintendent will discover extraordinary commitment and talent among principals, teachers, staff, and volunteer leadership in the Diocese. Although there is much to be proud of in the educational accomplishments of the Diocese, there are also many opportunities for the next Superintendent to make a considerable impact, among which include creative problem-solving to address shifting demographics and needs, long-term sustainability, accessibility for all students, and the creative and visionary need to promote academic excellence and ongoing faith formation that is transformational and Christ-centered.

In addition, Bishop Oscar Cantú is shepherding the Diocese through a dynamic Pastoral Plan, "Renewed in Christ, Together in Mission" through 2031.



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## STRATEGIC LEADERSHIP

The Superintendent will lead the Department of Catholic Schools by providing leadership, service, witness, and support to all Catholic Schools in the Diocese. The Superintendent will engage in a visioning process for the schools to pursue and support the broader mission of the Diocese of San José in “joyfully sharing the Gospel by encountering Jesus in each person and growing together in faith, love, and service.”

## ESSENTIAL DUTIES & RESPONSIBILITIES

The Superintendent of Schools is appointed by the Bishop to be head of the Department of Catholic Schools and is the representative of the Bishop in the administration of Catholic Schools in the Diocese.

As executive head of the Department of Catholic Schools, the Superintendent is responsible for the strategic direction of the organization, administration, and supervision of the schools of the Diocese.





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### The Superintendent:

- must be equipped to effectively articulate the value proposition of the Catholic schools in the Diocese and the role of Catholic education in the New Evangelization and transformation of culture.
- must strategically work with the Bishop and Chief Operating Officer of the Diocese on the effective implementation of the Pastoral Plan with a focus on the planning, execution, and impact on the Catholic schools.
- must build and steward relationships with all pastors about the work, plans, and outcomes of the Catholic schools in the Diocese, offering catered support to each principal's school needs..
- must focus on the recruitment, development, and retention of mission-aligned school leaders and teachers, including the continued focus on leadership succession planning at all levels.
- must benchmark outside the Diocese for models of innovation, academic achievement, and national standards of Catholic school excellence.
- must continue to be mindful of the demographic shifts in the Diocese as they relate to the operational vitality of current schools.
- should consider new and innovative models to serve families desiring a Catholic education.







## **ESSENTIAL DUTIES & RESPONSIBILITIES, CONT**

Communication and coordination of activities and involvement with significant stakeholders. It is the Superintendent's responsibility:

- to articulate a philosophy and vision of Catholic education;
- to interpret the goals and purposes of Catholic education as well as policies and regulations, especially to parents and faculties;
- to promote effective public relations on behalf of Catholic schools;
- to promote cooperation with public and civil agencies;
- to interact with legal counsel, Human Resources, Finance, Evangelization, Communications, Stewardship and all other offices in the Chancery as necessary.

Administration of the Office for Catholic Schools in accordance with Diocesan and departmental policies and procedures. It is the Superintendent's responsibility:

- to assist pastors and principals in providing an effective educational program in their schools;
- to assist pastors in the selection process of new principals;
- to plan and implement the goals and objectives of the Department of Catholic Schools;
- to oversee the personnel selection/evaluation of all school staff and evaluate direct staff;
- to make and enforce policies and regulations in alignment with the aims of Catholic education and in accordance with applicable State and Federal laws and regulations.

Supervision of all aspects of Diocesan policy and evaluation of the effective operations of Diocesan elementary and secondary schools as well as religious sponsored schools as appropriate and applicable. It is the Superintendent's responsibility:

- to oversee and manage budgets, expenses, and financial statements; and create a financial plan to diversify funding through fundraising, grants, title funds, and other sources and ensure the long-term viability of the schools.
- to develop an enrollment and marketing plan to increase capacity across all schools
- to establish and develop policies and procedures for school financial and operational administration
- to gather data, compile, and provide reports, fiscal and general, which are requested and required by Chancery, church, or governmental agencies
- to represent the Diocese in matters involving collective bargaining



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## ESSENTIAL DUTIES & RESPONSIBILITIES, CONT

School staff - It is the Superintendent's responsibility:

- To lead, mentor, develop, and motivate staff
- to take means to stimulate the professional growth of administrators and teachers in the Diocese
- to increase staff recruitment and retention across schools
- to work with Human Resources to establish all personnel policies, contracts, and procedures

School program and services - It is the Superintendent's responsibility:

- to reach academic success and foster a collaborative environment across schools
- to evaluate the needs of the schools of the Diocese and provide services and assistance regarding instructional programs, operations, materials, and services
- to develop curriculum guidelines for use in the elementary schools of the Diocese
- update all administrative and educational handbooks annually

Community Relations – It is the Superintendent's responsibility:

- To attend and represent the diocese at key events in schools, parishes, diocese and community
- To build relationships with donors, partners, Catholic Education Advisory Board, and key stakeholders
- Work in partnership with Communications to address media and public forums

This Position supervises:

- Staff of the Department of Catholic Schools, Principals of all Diocesan owned schools in collaboration with Pastors, as well as religious sponsored schools (Jesuit and Daughters of Charity)







## **PROFESSIONAL & PERSONAL QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Education and/or Experience: Master's degree in Educational Administration or related field; at least 5 years of leadership and management experience required; experience teaching in elementary or secondary Catholic schools preferred; Diocesan Department of Catholic Schools experience preferred.

The Superintendent must:

- be a believing and practicing Roman Catholic;
- be knowledgeable of Church governance and teaching;
- lead, support, and articulate the philosophy of Catholic education in the broadest sense as well as in particular Catholic elementary and secondary schools;
- possess integrity and conviction;
- be knowledgeable and responsive to the cultural and ethnic diversity of our diocese;
- identify and affirm gifts and talents in others;
- Strong collaboration and partnership abilities
- show flexibility and a sense of humor;
- be knowledgeable of school law as it pertains to Catholic schools;
- have excellent relational skills and the ability to effectively engage all stakeholders
- ability to work collaboratively;
- have excellent organizational and communication skills, including but not limited to planning, facilitating, directing, and delegating;
- have the ability to maintain confidence and discretion;
- know current educational research, curriculum, effective teaching strategies, and cognitive theories.



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## OTHER REQUIREMENTS

To perform at a satisfactory level, the Superintendent must:

- be a believing and practicing Roman Catholic;
- understand, support and articulate the philosophy of Catholic education in the broadest sense as well as in particular Catholic elementary and secondary schools;
- possess integrity and conviction;
- identify and affirm gifts and talents in others;
- show flexibility and a sense of humor;
- be knowledgeable of Church governance and teaching;
- be sensitive to cultural and racial diversity;
- be knowledgeable of school law as it pertains to Catholic schools;
- have good relational skills, and be able to work collaboratively;
- have good organizational and communication skills, including but not limited to, planning, facilitating, directing and delegating;
- have the ability to maintain confidences;
- know current educational research, curriculum and effective teaching strategies and cognitive theories.





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## ABOUT THE AREA

The Diocese of San José makes its home in a fertile valley surrounded by rolling hills and pine-covered mountains. Known from the 19th century as “the Valley of the Heart’s Delight,” ours is a history and legacy of abundance—orchards heavy with sweet fruit—apricots, prunes, cherries, and pears.

Today, Santa Clara County is identified as “Silicon Valley” — a world-renowned center of computer technology. Over the years, orchards have given way to industrial parks and crops of “dot-coms” have replaced the fruit. As Northern California’s most populous county with around 1.9 million residents, Santa Clara can be characterized by its commitment to innovation, education, and technology.

San José is home to stunning natural beauty, offering a diverse landscape that ranges from rolling hills and lush valleys to scenic parks and coastal foothills. Despite being the center of Silicon Valley’s technological boom, the county has preserved vast open spaces, making it a great place for outdoor enthusiasts.





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## ABOUT THE AREA

The area is a hidden gem for Catholics seeking a vibrant community rich in faith and history. As the site of some of California's earliest missions, the city boasts a deep Catholic heritage, dating back to the founding of Mission Santa Clara de Asís in 1777, now nestled within Santa Clara University's picturesque campus. The breathtaking Cathedral Basilica of St. Joséph, with its stunning stained-glass windows and intricate architecture, serves as the spiritual heart of the city. San José is also home to numerous faith-based events and cultural celebrations, such as the grand Our Lady of Guadalupe Festival. Whether one is drawn to its historic landmarks, welcoming parishes, or the beauty of its sacred spaces, San José invites all to deepen one's faith in a city where Catholic traditions continue to flourish.





## APPLICATION PROCEDURE

To apply, please submit the following four documents, confidentially, and as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the current needs of the Diocese as you understand them
- Statement of Catholic educational philosophy
- Current resume with all appropriate dates included
- List of five references, including your current pastor, to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)

Please include “Diocese of San José” in the subject field.



***Assemble all of the application materials  
in one email to:***

Kyle M. Pietrantonio, Partner  
[kpietrantonio@partnersinmission.com](mailto:kpietrantonio@partnersinmission.com)  
Partners in Mission  
[www.partnersinmissionslss.com](http://www.partnersinmissionslss.com)





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