



REGIONAL SUPERINTENDENT

of the

**PITTSBURGH
EAST REGIONAL
CATHOLIC ELEMENTARY SCHOOLS**

SEARCH PROSPECTUS



<https://diopitt.org/schools>

<https://perces.org>



Diocese of Pittsburgh
2900 Noblestown Road, Pittsburgh, PA 15205-4227
Phone: 412-456-3000
Website: www.diopitt.org

Dear Prospective Regional Superintendent,

I pray this letter finds you well and discerning your next opportunity to serve the Church and advance the mission of Catholic education. As the newly appointed Bishop of Pittsburgh, I write to share my enthusiasm for the strategic role you are considering: Regional Superintendent for the Pittsburgh East Regional Catholic Elementary Schools.

Throughout my years in service as a teacher, chaplain, pastor, episcopal vicar for clergy personnel, and Auxiliary Bishop, I have experienced firsthand how vital school leadership is to the life and mission of the Church. Catholic schools are not simply educational institutions; they are vital centers of evangelization, formation, and community, shaping students in faith, intellect, and virtue.

Our Diocese is implementing a strategic regionalization plan designed to foster collaboration, resource efficiency, and operational stability, ensuring our schools thrive amid evolving challenges. In this context, the position of Regional Superintendent is integral. You will lead a network of elementary schools, providing professional guidance, operational oversight, and spiritual accompaniment. You will also serve alongside a team of Regional Superintendents, working closely with Superintendent Lauren Martin and the team in the Diocesan Catholic Schools Office to ensure system-wide coherence, accountability, and excellence.

This role calls for a leader who embodies both strategic clarity and pastoral sensitivity; a professional proficient in school administration and instructional leadership, and rooted in authentic Catholic identity. You will be responsible for implementing diocesan-wide initiatives, supervising and guiding principals, engaging families, and ultimately supporting the mission of the Church.

If you share a commitment to mission-driven leadership and spiritual fidelity, I invite you to prayerfully consider applying. Together, with the Superintendent and the broader diocesan team, we will continue our tradition of excellence and a sustainable and mission-centered future for Catholic education in southwestern Pennsylvania.

Thank you for your prayerful consideration. May the Holy Spirit guide you in this important discernment. I look forward to the possibility of welcoming you into this essential ministry.

In faith and charity,

+ Mark A. Eckman
Bishop of Pittsburgh



2900 Noblestown Road
Pittsburgh, PA 15205-4227

Diocesan Superintendent: Lauren E. Martin

E-mail: lmartin@diopitt.org
www.diopitt.org

Dear Prospective Candidate,

Thank you for your interest in the position of Regional Superintendent for the Pittsburgh East Region in the Diocese of Pittsburgh. This role offers a significant leadership opportunity for a mission-driven, results-oriented, and formation-focused Catholic educator to help guide the future of our schools and advance the strategic vision of Catholic education in our region.

We are entering a new chapter of diocesan leadership under our recently installed bishop, a shepherd who brings firsthand experience as a teacher, chaplain, and pastor. His deep understanding of the role our schools play in forming students in faith, intellect, and character affirms our continued commitment to strengthening Catholic education for today's world and tomorrow's Church.

Our regionalization model reflects a thoughtful, data-informed approach to building stronger schools that are more collaborative, efficient, and sustainable. As a key member of this initiative, the Regional Superintendent will provide direct leadership and support to a network of elementary schools while contributing to broader diocesan goals through collaboration with the Catholic Schools Office.

We are seeking a leader with demonstrated expertise in school administration, a strong grasp of best practices in instruction and operations, and a clear understanding of how Catholic identity must inform every aspect of school life. The Regional Superintendent must be skilled in supervising and mentoring principals, navigating complex challenges, communicating across diverse stakeholder groups, and implementing initiatives with integrity and consistency.

This position is part of a dedicated team of Regional Superintendents, each working closely with me and the diocesan Catholic Schools Office to promote coherence, shared accountability, and high standards, while upholding the mission that makes Catholic education distinct and enduring. The role calls for someone who is organized, decisive, collaborative, and grounded in the values of our faith.

If you feel called to serve in a position that blends strategic leadership with faith-filled service, I invite you to prayerfully consider applying. Catholic schools in the Diocese of Pittsburgh are blessed with a rich tradition of faithful leadership, and we are eager to welcome those who are ready to help shape a thriving future for our students, families, and parish communities.

Sincerely in Christ,



Lauren E. Martin

Lauren E. Martin
Superintendent of Catholic Schools
Diocese of Pittsburgh
P 412-456-3090
E lmartin@diopitt.org



Lighting the Way
PITTSBURGH CATHOLIC SCHOOLS

OUR MISSION

Pittsburgh East Regional Catholic Elementary Schools teach the authentic message of the Catholic Church. By enabling our students to grow in faith, academics and service, our mission is to provide a rigorous, safe, and disciplined educational experience for all students in PreK-8th grade. We encourage our diverse population of students to live as disciples of Christ, sharing their unique God-given gifts. Building upon over 150 years of excellence, we empower confident, compassionate, virtuous, well-rounded individuals who make a positive impact in our communities and in the Church.



ESSENTIAL JOB FUNCTIONS

- Supervises and evaluates principals; serves as liaison between principals and the Superintendent and Assistant Superintendent; works with principals to resolve school-based concerns and problems; assists principals and teachers in striving for maximum student achievement
- Maintains an aligned PreK-8 instructional program that addresses state, local, and federal requirements to ensure academic achievement
- Ensures alignment of instructional resources with the system's priorities and strategic plan
- Monitors implementation of safe school programs and resolves situations between schools, parents, and the community. Publicly responds to concerns of the Community regarding schools; coordinates with community agencies to address the problems and needs of schools and their students
- Monitors school progress through feedback from students, teachers, principals, directors, superintendents, the Regional Board, business leaders, consultants, and parents. Receives suggestions, advice, and general feedback on the operations of schools; helps ensure an open line of communication across the school system hierarchy, bringing insight from all levels to incorporate in policy and decision making
- Conducts on-site observations of assigned schools in the system; provides feedback, support, and suggestions to principals; conducts and documents formal evaluations of principals
- Assists principals with decision making and problem solving; plans and develops programs to be implemented across assigned schools; assists in the implementation of regional initiatives; monitors the programs implemented; develops policies, standards, and a vision for assigned schools
- Attends meetings and participates in diocesan-related activities at the request of the Superintendent; provides input into long-range improvement plans; monitors the development and implementation of school improvement plans; stays abreast of directions coming from the Superintendent and initiates the implementation of those directions in the schools
- Supervises and conducts personnel administration duties for principals, including evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave. Recommends hiring and dismissal to the Superintendent
- Assists principals in the development of appropriate professional development programs. With HR support, coordinates the staffing of all positions and ensures support for inducting and retaining personnel
- Provides assistance and support to building principals in evaluating and supporting staff
- Supervises the work of school principals, ensuring adherence to established policies, procedures, and standards; advises and assists subordinates, as necessary, resolving problems as situations arise. Participates in budget decisions at the regional level; oversees expenditures for assigned schools

THE REGIONAL SUPERINTENDENCY

The regional superintendent performs a variety of supervisory and administrative tasks in directing the operation of the seven east regional elementary schools in the Diocese of Pittsburgh. The ideal candidate should exhibit knowledge and skills in effective leadership, strategic planning, change leadership, management, human resource development, and customer service. Furthermore, the candidate should demonstrate dispositions that reflect a commitment to valuing diversity and equity.

The regional superintendent is responsible for implementing the Diocese's mission and improving achievement within the region. The regional superintendent is accountable for connecting the schools with their communities by participating in community organizations, community functions, and extracurricular activities. He/she creates operational processes, plans and coordinates programs for schools, conducts observations of the schools, assists and advises principals, and evaluates the principals annually. The regional superintendent also manages issues of a non-academic nature, including building maintenance, finance, human relations, transportation, parent communication, food service, community concerns, and any other management issues. He/She reports directly to the Superintendent.



The successful candidate must be someone who:

- Is a practicing and active Catholic, able to fully participate in the Sacraments of the Church, who shows an understanding of the Catholic intellectual tradition and commitment to the mission of Catholic education
- Exercises leadership, strategic vision, and a steadfast commitment to bearing witness to the Catholic faith
- Demonstrates a willingness to participate in faith formation for continued growth and spiritual formation
- Has the ability to work effectively with staff, helping them grow educationally, professionally, and spiritually
- Has an understanding of child/adolescent growth and development
- An understanding of finance and budgeting
- Has considerable knowledge of conflict resolution techniques, supervision, organization, and administration
- Demonstrates superior written and verbal communication skills
- Has the ability to collect and analyze statistical data and develop reports
- Contributes time and effort to institutional advancement: admissions, marketing, and fundraising
- Assures compliance with all laws and regulations, accreditation requirements, internal policies and procedures

MINIMUM TRAINING AND EXPERIENCE:

Master's degree in Education Administration, 3 to 5 years of experience as a classroom teacher and 6 to 9 years of experience as a school principal, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.



All interested candidates may submit a letter of interest and resume / CV to:

Lauren Martin
Superintendent of Catholic Schools

lmartin@diopitt.org



To learn ore about our
Catholic Schools Office,
please visit:
<https://diopitt.org/schools>



To learn ore about our
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