



## Position Description: Executive Director

*Western Catholic Educational Association (WCEA)*

### Position Overview

Working under the direction of and reporting directly to the President of the WCEA Board of Directors, the Executive Director of the Western Catholic Educational Association (WCEA) serves as the chief executive officer of this Christ-centered organization. A faith-filled leader who embodies the mission and charism of Catholic education, the Executive Director is responsible for the overall leadership and operational oversight for the accreditation of Catholic schools throughout the WCEA territory. In collaboration with the Board of Directors, members of the California Catholic Conference, and local Commissioners, the Executive Director ensures that the accreditation process strengthens Catholic identity, promotes excellence, and remains aligned with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS).

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### Key Responsibilities

#### I. Maintain the WCEA Administrative Office

- **Strategic Leadership**

- Implement the strategic vision and direction of WCEA, in collaboration with the Board of Directors and member dioceses.
- Represent WCEA to key stakeholder groups, including Catholic bishops, superintendents, school leaders, and partner accrediting agencies.

- **Board Relations and Governance**

- Reports to the WCEA Board of Directors and supports effective governance practices.
- Partners with the Board Chair to develop agendas and materials for board meetings, retreats, and committee work.

- **Operational Coordination**

- Supervise and collaborate with the Associate Director on all functions of WCEA.

- **Technology and SEOnline Leadership**

- Lead ongoing strategic development and implementation of SEOnline, WCEA's web-based accreditation platform.
- Ensure regular training, webinars, and technical support to schools and visiting committees.
- Collaborate with the external development team and ensure platform integrity and improvement.

#### II. Manage the Annual WCEA Budget

- **Operational and Financial Coordination**

- Manage budgeting, financial planning, investment, and organizational sustainability.
- Coordinate with the outside accounting firm, payroll provider, and technology support company.
- **Potential Growth and Organizational Management**
  - Gather and present interest from new dioceses seeking affiliation with WCEA to the board.
  - Guide the process of onboarding and integrating new members into WCEA structures and protocols.

### **III. Monitor the Accreditation of Member Schools**

- **Accreditation Oversight**
  - Oversee the implementation and ongoing development of the WCEA *Standards of Excellence* accreditation protocol.
  - Ensure that school visits, mid-cycle reviews, and progress reports meet WCEA quality expectations.
  - Coordinate remote and in-person training and support in the accreditation process to Commissioners, school administrators, and visiting committees.
- **Commissioner Support and Development**
  - Guide, support, and collaborate with diocesan Commissioners across all WCEA regions to ensure high-quality implementation of the accreditation process.
  - Develop and execute the annual Commissioner Gathering, the May accreditation meetings, and other Commissioner meetings, in collaboration with the Associate Director.
  - Manage constituency relationships.

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### **Qualifications**

- Practicing Catholic with a demonstrated commitment to the mission of Catholic education.
- Written letter of recommendation, nihil obstat, from the arch(bishop) of the diocese in which the applicant resides, for this particular position.
- Demonstrated leadership in Catholic education and a strong understanding of accreditation practices.
- Proven capacity for strategic planning, relationship-building, and institutional development.
- Excellent communication and public speaking skills.
- Commitment to innovation, continuous improvement, and servant leadership.
- Strong technological competence with systems such as Google Workspace, Microsoft Office, Filemaker, Zoom, and online platforms like SEOnline.

- Master's degree in education, management, administration, or a related field required; Ph.D. or equivalent terminal degree preferred.
- Fulfill Safe Environment requirements.

### Work Environment

- This is a fully remote position. Candidates must have access to a reliable internet connection and a home workspace suitable for professional communications and virtual meetings.
- This position will require California residency.
- The role is an exempt, full-time position.
- Travel is expected for in-person trainings, conferences, accreditation visits and board or Commissioner meetings.

### Salary Range

- \$165,000-\$180,000 (salary is commensurate with qualifications and experience)
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### Application Process

- Applicants are asked to submit the following materials to Denise Valadez, Search Committee Chair, [dvaladez@rcbo.org](mailto:dvaladez@rcbo.org):
  - A 2-3 page letter of introduction incorporating:
    - Your interest in the Executive Director position
    - A brief overview of your professional background
    - A brief response to the following prompts:
      - **1. Catholic Identity and Mission Leadership**
        - The Executive Director serves as the leader of a Christ-centered organization and is responsible for ensuring that the accreditation process strengthens Catholic identity in schools throughout the WCEA territory. **Describe how your own faith journey and commitment to Catholic education have prepared you for this role. How would you ensure that WCEA's accreditation processes continue to promote and strengthen Catholic identity while supporting schools in their mission to form disciples of Jesus Christ?**
      - **2. Strategic Leadership and Organizational Vision**
        - WCEA serves multiple dioceses and stakeholders while navigating changes in Catholic education, accreditation, technology, and school leadership. **What do you believe are the greatest opportunities and challenges facing Catholic**

**school accreditation over the next five years? Describe your vision for WCEA and how you would provide strategic leadership to ensure the organization remains responsive, innovative, and mission-driven.**

- **3. Building Relationships and Leading Through Collaboration**
- A significant responsibility of the Executive Director is working collaboratively with bishops, diocesan leaders, Commissioners, school administrators, board members, and partner organizations. **Describe a situation in which you successfully led a complex initiative that required building consensus among multiple stakeholders with differing perspectives. What was your approach, what challenges did you encounter, and what lessons from that experience would you bring to the role of Executive Director?**

- Resume
- Letter of recommendation for this position from the Local Ordinary

**Deadline to Apply**

July 31, 2026