

Administration of Diocesan Central School Office Involves Every Phase Of Modern Education Activities

Directing the training of young Catholic youngsters and looking after the interests of the 18 schools of the Rochester Diocese is a full-time job for the Rev. Charles J. Mahoney, Ph.D., and the Rev. Charles V. Boyle, superintendent and associate superintendent of diocesan schools.

Their task is to administer the school office in Columbus Club Center as the nerve center to the heart and the head of Catholic education in the Diocese of Rochester.

School administration is a management job which involves every phase of educational activity from curriculum revision to planning religious school music festivals.

It means coordinating school programs to maintain standardized education throughout the diocese, improving instruction, cooperating with civic groups for health and safety, bringing God and the community into the school.

Curriculum Revision

There is a constant revision of curriculum in accordance with the revising program of the New York State Council of Catholic School Superintendents. Religion, social studies and science have been revised so far in the effort to make instruction thoroughly Catholic in conformity with Catholic ideals. The schools are presently revising language arts according to the

schedule of the State Council

One of the important functions of the school superintendent's office is that of sponsoring various "in-service training programs" for the Sisters and lay teachers of the diocese. These are designed to keep the teachers up to the minute on the latest developments in education.

Every summer representatives from the diocesan school system take part in the curriculum workshop of the Catholic Summer School of America. While their pupils are enjoying a vacation, the teachers are going back to school to improve instruction.

One form of "teaching the teacher" is seen in the annual diocesan teachers conference held every year in the early fall to bring before teachers the newest developments in education and give them professional aid in teaching.

Keeping close touch with the individual school through regular visits is another essential part of the school administration. Father Mahoney and Father Boyle feel that they are in contact with the schools unless they visit periodically all 18 institutions.

School Visits

Pressure of office work doesn't always admit it, but the priests like to get around to each of the schools at least

once a year sit in on classes, talk to principals, teachers and students, and generally maintain terms of familiarity with each of the schools.

Twice a year, the two priests supervise administration of examinations in the elementary and high schools. They advise the examination committee made up of Sisters and teachers of the various schools, and consult with the community supervisors, Sister M. Innocentia, OSF, Sister M. de Lourdes, RSM, Sister M. Conrad, SSND, and Sister M. Florida, SSJ.

The administration office is the public relations agent for the schools as well as the great medium for cooperation with outside agencies in such matters as health and social welfare.

To keep abreast of the problems facing education nationally to protect and further the interests of Catholic education, it is necessary to maintain close contact with the National Catholic Welfare Conference Education Department and the National Catholic Educational Association.

Add to these duties the supervision of regular office detail, answering innumerable telephone calls, interviewing visitors, attending meetings of a dozen civic groups, keeping up with an enormous load of correspondence, and the pic-



MISS MARY AGNES DOYLE MISS RITA FANTA
Secretaries of Diocesan Education Office

ture of the school administration is as nearly complete as the outsider can see it.

Office Force

As Education Office secretaries Miss Mary Agnes Doyle and Miss Rita Fanta, represent the entire office force. The girls handle all the secretarial duties and office management detail, receive visitors, and manage all the countless arrangements which make the school office operate efficiently.

The Rochester Diocesan Ca-

tholic School Office is run by a skeleton of the force maintained in American city school systems of the same size and at one tenth of the cost.

Father Mahoney puts it thus: "We operate on a shoestring, financially, on about ten to twelve thousand dollars a year, granted from the Diocesan Needs Collection. Only the goodwill of the workers and the generosity of the Catholic public keep the office of school superintendent going."

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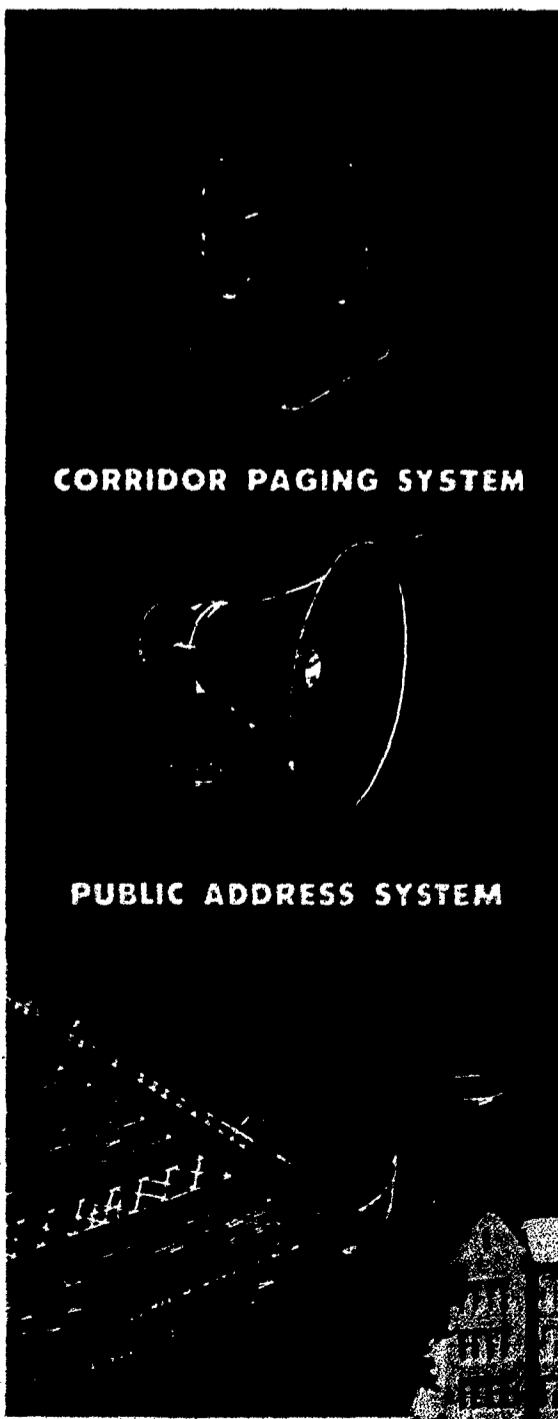
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