



NOTRE DAME
BATAVIA, NEW YORK

Date Posted: 3/27/24

Send resume to: Name: Jim Sutherland
Address: 73 Union Street, Batavia, NY 14020
Email: trustees@ndhsbatavia.com

Type of Employment: Summer: Part-Time If part-time, # of hours per week Full-Time:

Job Title of Open Position: High School Principal

Salary: \$70,000-80,000 depending on experience Salary will be: hourly other

Employer: Notre Dame High School Department Administration

Location Address: 73 Union Street, Batavia, NY 14020

Employer website: www.ndhsbatavia.com

Brief Job Description

The Principal serves as the academic leader of the school and is responsible for ensuring a vibrant curriculum for the students, as well as professional leadership and development for the faculty and staff. The Principal reports directly to the Board of Trustees.

Essential Duties & Responsibilities

- The candidate promotes the essential characteristics and fundamental values of a Catholic school, possesses a Master's degree (preferably in Administration), CAS or SAS Administrative certification and has a teaching and administrative background.

Qualifications: Required Education/Experience

- The candidate should possess a Master's degree (preferably in Administration), CAS or SAS Administrative certification and has a teaching and administrative background.

Desired Skills

- Leadership
- Communication
- Organization
- Curriculum Development

How to Apply: By Mail E-Mail Fax as above, no later than **5/1/24**