



## Principal Position Profile Fall 2024

Catholic Academy of West Buffalo, a regional Catholic elementary school in the Diocese of Buffalo, NY, seeks a Principal to serve as an instructional and spiritual leader of the school. The Principal serves as leader of the administrative team and is responsible for the leadership, coordination, supervision, spiritual advancement and management of the school program and day-to-day operations.

### Catholic Academy of West Buffalo – Who We Are

Located in the heart of Buffalo's Delaware District, CAWB offers programs in Pre-K (3) through 8<sup>th</sup> grade and serves students throughout central, west, east and north Buffalo. The current enrollment in CAWB is 190 students. CAWB has the most diverse student population of any Catholic school in the Diocese of Buffalo.



The current student population is 59% African and African American, 18% Asian, 12% Caucasian, 7% Hispanic and 5% Multi-Racial. There are 70 children who come from families whose primary language is not English and 70% of our children qualify for a free/reduced lunch program. This diversity allows CAWB students to excel and achieve while learning tolerance and acceptance of all people. Most of our graduates go to Catholic, private or top tier public schools. Every student enrolled in our new ENL Program, showed improvement, with more than 30% achieving "Commanding" status.

CAWB is one of six regional schools in the Diocese of Buffalo, formed in 1988 by the merger of the former Cathedral School that operated at the present site, and a west side parish school. In 2020, CAWB went through a de facto merger with Our Lady of Black Rock School, another west side school. Today, it continues to integrate the student bodies, faculty,

operations and cultures of these two schools. The present principal of CAWB is Sr. Gail Glenn, SSJ, a recognized Catholic educator who has over 40 years of service to CAWB.

The school's faculty and staff includes 21 teachers, four aides, five cafeteria staff, two building and grounds staff, four administrative and development personnel and the after-school program team.

### **The Principal's Role**

CAWB seeks a strong educational and spiritual leader to serve as principal. The successful candidate must be devoted to high quality Catholic education and committed to working with diverse populations to achieve academic success.

The next Principal of CAWB will be expected to build on the excellent work accomplished by Sr. Gail and position the school to thrive in a competitive environment in Buffalo. Much of the Principal's time and energy will be spent in the development and execution of the school's next strategic plan which must address growth in enrollment, academic excellence, Catholic identity, and developing the resources to stabilize the school's finances and provide for growth.

The next Principal will face several challenges in leading CAWB into the future, as schools with limited resources often do. As such, the next Principal will be asked to work with the CAWB board to focus on the following priorities for the next three to five years:

- Develop a comprehensive strategic plan to address academic excellence, Catholic mission and identity, financial stability, capital needs, and resource development.
- Develop a student recruitment and enrollment management plan.
- Recruit and retain exceptionally talented/qualified teachers and staff.
- Uphold standards of excellence.
- Improve quality of education in both curriculum and teaching pedagogy.
- Provide consistent and effective parent communication.
- Set a consistent expectation for all to be accountable

### **Specific Duties and Responsibilities**

- Cultivate a faith-filled environment for students, faculty, staff and families.
- Work collaboratively with the Board of Trustees, School Chaplain and the office of the Superintendent of Schools for the Diocese of Buffalo to foster a learning environment deeply rooted in the Church's teaching.
- Direct and support the integration of Gospel values into all subject areas, policies, and the life of the school.
- Recognize and celebrate the unique characteristics of the ethnic, economic and social cultures of the school community.
- Create a safe, nurturing, open, welcoming and inclusive school culture.
- Share leadership and decision-making and foster leadership ability among faculty and staff.
- Articulate and ensure high expectations for teaching and student learning.
- Develop and implement professional development plans for faculty and staff for continued growth.
- Prioritize recruitment and retention of students.
- Assist in developing school budgets and managing school financial resources efficiently and



effectively.

- Supervise the recruiting, screening, hiring and assignment of faculty and staff.
- Implement and enforce federal, state and diocesan policies and regulations.
- Maintain and submit official records and reports required by the state and diocese.
- Attend meetings of diocesan principals and seek to increase collaboration and partnerships.

### **Job Requirements**

- New York State School District Administrator or School Administrator Supervisor Certification; and Bachelor's/Master's in Early Childhood and Administration required;
- Prior teaching or administration experience in Catholic education is preferred.

**Salary Range - \$65,000-80,000 DOE**

### **Application Process**

Applications will be accepted beginning February 5, 2024, and will continue until the successful candidate is found. Therefore, it is important to submit applicant materials as soon as possible. Prospective candidates are required to be a practicing Catholic and possess a master's degree in educational leadership or its equivalent. Please send the following materials in PDF documents to the chair of the search committee, Susan Eagan at [seagan@cawb.org](mailto:seagan@cawb.org).

- Letter of interest specifically addressing this position and school.
- Resumé.
- Statement of educational philosophy.
- List of three references (two professional and one personal) with email and phone contact information as well as a statement regarding the relationship to the applicant.
- Additional letters of reference are accepted but not required.



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