

Cardinal O'Hara

H I G H S C H O O L

For School Principal & Teacher job postings, please return to Laurie Wojtaszczyk at lwojtaszczyk@buffalodiocese.org

For all other job postings, please return to Lindsay Gibson at lgibson@buffalodiocese.org

Date Posted: 7/23/24

Send resume to: Name: Joleen Dimitroff
Address: 39 O'Hara Rd. Tonawanda, NY 14150
Email: jdimitroff@cardinalohara.com

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

Job Title of Open Position: Assistant Principal

Salary: \$55,000-\$57,000 Salary will be: hourly other

Employer: Cardinal O'Hara High School Department Administration

Location Address: 39 O'Hara Rd. Tonawanda, NY 14150

Employer website: www.cardinalohara.com

Brief Job Description

Cardinal O'Hara High School is seeking candidates for our Administrative Leadership team. This dynamic, qualified individual will help lead Cardinal O'Hara on a day-to-day basis as well as assist with the planning of short and long term goals for the school. Successful candidates will provide leadership and guide faculty and staff overseeing aspects of school operations including curriculum and student life,

Essential Duties & Responsibilities

- Work in collaboration with the Principal and COO to provide leadership to staff, students, parents and supporters
- Establishes and enforces discipline policies
- Assists the Principal curriculum planning, review and implementation; and professional development.
- • Assists in the day to day building administration and the safety and welfare of students, staff, volunteers, and activities.
- • Leads the staff in the implementation of quality instruction

Qualifications: Required Education/Experience

- Current NYS SBL Certification

Desired Skills

- Prior classroom teaching experience

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **August 1, 2024**