



**Date Posted:** 7/6/17

**Type of Employment:** Full Time

**Title of Open Position:** Principal of DeSales Catholic School

**Salary:** Commensurate upon experience/education

**Employer Name:** DeSales Catholic School

**Employer Contact Name:** Teresa Sipowicz

**Employer Location Address:** DeSales Catholic School  
6419 Chestnut Ridge Road  
Lockport, NY 14094

**Employer website:** [www.desalescatholicsschool.org](http://www.desalescatholicsschool.org)

**Brief Job Description:**

The Principal serves as a member of the administrative team and is responsible for leadership, coordination, supervision, spiritual advancement and management of the school program and day to day operations.

**Qualifications: Required Education/Experience**

- Minimum: New York State School District Administrator or School Administrator Supervisor Certification; and Bachelor's/Master's in Early Childhood and Administration required. Three to five years prior teaching experience in Catholic Elementary education; prior administration experience in Catholic Education preferred.
- Preferred: Master's Degree in School Administration and Education, five years of Administration experience; five years of teaching experience, experience with special education.
- Valid NYS Driver's License, reliable automobile, registered in New York State with proof of auto insurance.

**Desired Skills:**

- The ability to work collaboratively with the structural oversight of an advisory board.
- Possess good financial and time management skills.
- Participating member of a Roman Catholic faith community, in good standing with the Catholic Church and perceives leadership in a Catholic school as a ministry to both Catholic education and the church.
- Knowledge of education issues, policies, programs, and regulations including curricula, assessments, advancement and government programs.
- Possess good time management skills.

- Ability and desire to work as part of an interdisciplinary team and willing to take direction concerning the culture of the school.
- High level of written and oral communication skills.
- High level of interpersonal skills.
- High level of behavior management skills.
- Ability to be organized and to delegate tasks when appropriate.

**How to Apply:**

By Mail: Teresa Sipowicz  
DeSales Catholic School  
6419 Chestnut Ridge Road  
Lockport, NY 14094

**Email:** [tsip@roadrunner.com](mailto:tsip@roadrunner.com)

Please include: Résumé, [employment application](#) and [teacher application supplement](#)

Please send: Resume no **later than** July 21, 2017