



**Date Posted:** January 20, 2020

**Title of OPEN Position:** Principal (Pre-K through 8<sup>th</sup> grade)

**Type of Employment:** Full Time (12 months)

**Salary:** Commensurate upon experience/education

**Employer Name:** Immaculate Conception School of Allegany County (Regional School)

**Employer Contact Name:** Julie Willson – Administrative Assistant (585)593-5840  
Mary Ann Newark – Committee Member (585)593-5840

**Employer Address:** 24 Maple Avenue, Wellsville NY 14895

**Employer Website:** [www.icc-ics.org](http://www.icc-ics.org)

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

**Degree Requirements:** Minimum: Bachelor in education is required. Preferred: Master's Degree.

**Qualifications/Skills:** Minimum: NYS Teaching Certification and working towards NYS School Building Leader Certification / Preferred: NYS School Building Leader Certification and NYS Teaching Certification

**Experience Required:** Three to five years prior teaching experience - Catholic education preferred; prior administration experience - Catholic Education preferred.

**Other skills/requirements:** Participating member of the Roman Catholic faith preferred, willing to live and work in a rural community area and knowledge of education issues, policies, programs, and regulations including curricula, assessments, advancement and government programs

**EOE (equal opportunity employer)**

**How to Apply:** Options include:

- 1) Apply on line by using the Application available on our website ([www.icc-ics.org](http://www.icc-ics.org)). Click on employment to apply.
- 2) Email your cover letter, resume, qualifications and email to [applications@icc-ics.org](mailto:applications@icc-ics.org)

If you have any questions, please contact Julie Willson – Administrative Assistant (585)593-5840 or Mary Ann Newark – Committee Member (585)593-5840

We will accept applications until Monday, March 2, 2020

## **Principal**

### **GENERAL PURPOSE OF POSITION**

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

### **REPORTS TO**

Reports to the Pastor, or Canonical Administrator

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Instructional Leadership**

- Fosters and communicates the Diocesan Schools' mission and philosophy within the school communities, parishes and local communities.
- Fosters the spiritual atmosphere of the schools and the spiritual development of the administrators
- Is present to schools and leadership teams for support and guidance.
- Determines intake and placement of new students (with teacher input)
- Assist in educational assessment of students including an observation of the student, review of the student's educational history, and conference with the student's teacher and an evaluation of the student's academic performance and learning characteristics.
- Acts as a liaison with the classroom teacher for the purpose of ensuring the implementation of the educational mandates
- Coordinates, develops, monitors and evaluates the effectiveness of the instructional program.
- Serves as a resource and/or consultant to instructional staff and parents.
- Facilitate the involvement of parents as related to instructional programming.
- Support an effective data collection and charting system to monitor students' progress, providing timely progress reports to parents in the preschool and school age programs.
- Ensures that program mandates of a student's IEP or 504 are implemented.
- Reviews lesson plans as needed.
- Promotes a safe environment for students and staff.
- Ensures the implementation of the Diocesan and the NYS Department of Education curriculum requirements.
- Provides training and consultation to instructional staff, administration and parents to improve instructional capacity and student outcomes.
- Works collaboratively with partners and stakeholders to assure that school activities are fully integrated.

#### **Operations**

- Responds to inquiries of staff and parents, including but not limited to conflicts in policies and regulations, community concerns, and parental requests recommending a plan of action to resolve the issue.
- Supports technology initiatives and professional development to expand staff and student engagement in technology efforts.
- Oversees the testing programs and facilitates the interpretation of results.
- Supervises all government and private funding and programs to maximize the benefits of these programs to the schools.
- Schedules and conducts school tours.
- Supports and disseminates schedules, handbooks and calendar for faculty and students.
- Represent as necessary the school at various school/parish committee meetings or other functions as assigned, including but not limited to Finance Committee, School Board and Parish Council.
- Reviews all student incident / injury reports.
- Coordinate student activities, school assemblies and faculty meetings.
- Maintains an educational philosophy and school climate which encourages a cooperative and

participating attitude on the part of all staff.

- Assists staff in managing student behavior when necessary.
- Represents the school within community and Diocesan forums for the purpose of maintaining ongoing community support for educational goals and/or issues related to the school environment.
- Constantly maintains high professional standards at work with regard to personal behavior and interactions with staff, students, parents, and stakeholders.
- Consistently complies with all policies and procedures.
- Perform other duties as requested by the Pastor or Canonical Administrator

### **Staffing and Personnel**

- Responsible for the selection and hiring of faculty and staff.
- Directs the participation and certification of both the Department and school personnel in the Diocesan Safe Environment program; including training of students in Safe Environment policies and practices.
- Supports the assigning of substitutes and room coverage on a daily basis.
- Monitors time off requests to ensure adequate classroom coverage.
- Disciplines, trains and assigns staff.
- Responsible for addressing staff performance, concerns and staff appraisal.
- Monitors compliance with on-site policies and procedures pertaining to, but not limited to:
  - Incident reporting, quality assurance regulations, fire safety and employee conduct.
- Responsible for staff development and training, including orientation, in-service training and use of community resources.
- Participates in professional development and community to remain current on changing trends and program requirements.
- Provides consultation, supervision, and instruction to staff through individual and group conferences in order to assist staff in development of instructional skills and behavior managements.
- Participates in planning and program development.
- Participates, with the Board in the development of School policies and procedures.

### **SKILLS AND ABILITIES**

- Participating member of a Roman Catholic faith community
- 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.
- 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.
- Proficient computer skills.
- High level of knowledge of educational principles
- Demonstrated knowledge of current literature and trends relating to the profession.

### **EDUCATION AND/OR TRAINING**

- Minimum: Bachelor in education is required. Working towards NYS School Building Leader Certification. Three to five years prior teaching experience in Catholic Elementary education; prior administration experience in Catholic Education preferred.
- Preferred: Master's Degree and NYS School Building Leader Certification, five years of Administration Experience; 5 years of teaching experience, experience with special education.
- Valid NYS Driver's License, reliable automobile, registered in New York State with proof of automobile insurance.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

**PHYSICAL DEMANDS**

On-the-job time is spent in the following physical activities

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand			X	
Walk			X	
Sit		X		
Talk or hear				X
Use hands or fingers, handle or feel			X	
Push//Pull		X		
Stoop, kneel, crouch or crawl		X		
Reach with hands and arms		X		
Stair climbing		X		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.			X	
Up to 25 lbs.			X	
Up to 50 lbs.			X	

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are straight ahead)
- Depth Perception (three dimensional vision; ability to judge distances and spatial relationship)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure and multi-task

**WORK ENVIRONMENT**

This job requires exposure to the following environmental conditions. Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Outdoor weather conditions			X	

The typical noise level for the work environment is: Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear students/individual calls
- Ability to hear instructions from department staff

**REPETITIVE MOTION ACTIONS**

Number of Hours

Repetitive use of hands

	0	1-2	3-4	5-6	7+
A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both					X

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both					X

Fine Dexterity:

A. Right only					
B. Left only					
C. Both					X

## ACKNOWLEDGMENT OF RECEIPT

I acknowledge receipt of the Principal job description, created Jan 13, 2020. I have read the contents of the description and my signature indicates that I understand the duties of my position. I understand and agree to perform the responsibilities set forth therein as a condition of my employment. I understand that the duties in the job description are not meant to be all-inclusive and represent the typical and essential duties and responsibilities. I further understand that \_\_\_\_\_ may revise the job description, in whole or in part.

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Signature

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Print Name

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Date