Date Posted: May 5, 2022

Send resume to: Name: Fr. Robert Wardenski
                     Address: 520 Oakwood Avenue, East Aurora, NY
                     14052
                     Email: immaculateconceptionea@verizon.net

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

Job Title of Open Position: Principal

Salary: Commensurate upon Education/Experience   Salary will be: ☐hourly ☒ other

Employer: Immaculate Conception School   Department   School

Location Address: 510 Oakwood Avenue, East Aurora, NY 14052

Employer website: www.icschoolea.org

Brief Job Description

The Principal oversees a student enrollment of 147 students – Kindergarten to Grade 8. It has 13 full-time teachers and 4 part-time teachers.

Essential Duties & Responsibilities

- 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

- Participating member of a Roman Catholic faith community, in good standing with the Catholic Church
- Minimum: NYS School District Administrator or School Administrator Supervisor Certification, or in process; Bachelor's/Master's in Education. 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.

Desired Skills

- 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 behavior management skills
- Ability to be organized and to delegate tasks when appropriate

E.O.E.

How to Apply: By Mail ☒   E-Mail ☒   Fax ☐ as above, no later than **ongoing.**