



**Date Posted:** March 26, 2018

**Title of OPEN Position:** Principal of Mount St. Mary Academy

**Type of Employment:** Full-time

**Salary:** Commensurate upon experience/education

**Employer Name:** Mount St. Mary Academy

**Employer Contact Name and Title:** Colleen Allen, Search Committee Chairperson

**Employer Address:** BOT@msmacademy.org

**Employer Website:** www.msmacademy.org

**Job Description:** The Principal is MSM's Chief Executive Officer and, as such, is responsible for the general management and administration of all educational, business and operational activities at MSM. The Principal is responsible for ensuring that all MSM students are educated in an appropriate learning environment. The Principal will work collaboratively and communicate effectively with all members of the MSM community, including but not limited to, the faculty and staff, students, parents, alumnae, donors and benefactors. The Principal is responsible for curriculum development and delivery, extracurricular activities, faculty management, alumnae relations, financial resource management, facilities issues and institutional advancement efforts. The Principal is responsible for ensuring that MSM complies with all federal, state and local laws, as well as the regulations of the New York State Education Department and the New York State Board of Regents.

**Degree Requirements:** Masters of Educational Administration, or equivalent degree, from an accredited college or university.

**Qualifications/Skills:**

**Experience Required:** Ten (10) years of employment experience as an educator at the high school level or five (5) years employment experience as a senior administrator of a high school, or commensurate experience.

**Other skills/requirements:**

- Exhibit personal characteristics that reflect MSM's mission and core values.

- Live according to the values of the Roman Catholic Church.
- Possess a valid New York State Certification, or equivalent, as School Building Leader (preferred).
- Possess relationship building skills to further enhance the school's institutional advancement activities.
- Possess strong writing, analytical, technological, public/personal communication, listening and leadership skills.

***How to Apply:***

**E-Mail:**    [BOT@msmacademy.org](mailto:BOT@msmacademy.org)

Please include: Résumé, letter of interest and at least three professional references  
NO LATER THAN 04/23/18.