



Date Posted: March 30, 2022

Send resume to: Name: Fr. Ron Sajdak  
Address: 8550 Main Street  
Williamsville, NY 14221  
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Type of Employment: Summer:  Part-Time  If part-time, # of hours per week Full-Time:

Job Title of Open Position: Principal

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

Employer: Nativity of Mary School Department School

Location Address: 8550 Main Street, Williamsville NY 14221

Employer website: [www.nativityofmaryschool.org](http://www.nativityofmaryschool.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.

### **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.
- Preschool-Grade 8

### **Qualifications: Required Education/Experience**

- Minimum: NYS 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 Automobile insurance

### **Desired Skills**

- Participating member of a Roman Catholic faith community, in good standing with the Catholic 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
  - 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.

E.O.E.

How to Apply: By Mail  E-Mail  Fax