



**Date Posted:** 09/04/2018

**Send resume to:** Rev. Ronald Sajdak  
8550 Main St  
Williamsville, NY  
14221

**Email:** revsayjack@gmail.com

**Type of Employment:** Full Time

**Title of Open Position:** Principal of the Nativity of the Blessed Virgin Mary School

**Salary:** Commensurate upon experience/education

**Employer Location Address:**

Nativity of Blessed  
Virgin Mary School  
8550 Main St  
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 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; 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.

**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: Rev. Ronald Sajdak  
8550 Main St  
Williamsville, NY  
14221

E-Mail: [revsayjack@gmail.com](mailto:revsayjack@gmail.com)

Fax Number: 716-626-1637

Please include: Resume, [Employment Application](#) and [Teacher Application Supplement](#) (if applicable),

**NO LATER THAN** September 24, 2018