



Job Posting Form

For School Principal & Teacher job postings, please return to Laurie Wojtaszczyk at lwojtaszczyk@buffalodiocese.org

For all other job postings, please return to Lindsay Gibson at lgibson@buffalodiocese.org

Date Posted: May 10, 2024

Send resume to: Name: Nicole Richard, Principal
Address: 8550 Main Street, Williamsville NY 14221
Email: nrichard@nativityofmaryschool.org

Type of Employment: Summer: Part-Time : If part-time, # of hours per week 17-20 Full-Time: X

Job Title of Open Position: Dean of Students

Salary: \$29,000-\$30,000 Salary will be: hourly X other

Employer: Nativity of Mary School Department Staff

Location Address: 8550 Main St, Williamsville NY 14221

Employer website: www.nativityofmaryschool.org

Brief Job Description

Dean of Students for Nativity of Mary School, Preschool through grade 8

Essential Duties & Responsibilities

- Performs a variety of administrative duties to assist the Principal in managing the school
- Assumes the duties of the Principal in the absence of the Principal and as assigned
- Develops and administers disciplinary procedures and policies
- Works with the Principal to establish a safe and secure learning environment for students
- Performs other duties as assigned

Qualifications: Required Education/Experience

- Having or pursuing an advanced degree in school administration, school counselor, or social work

Desired Skills

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than