



Date Posted: June 2021

Title of OPEN Position: School Principal

Type of Employment: Full time

Salary: Commensurate with experience

Employer Name: Nativity of Our Lord School

Employer Contact Name and Title: Fr. James Ciupek

Employer Address: 4414 S. Buffalo St. Orchard Park 14127

Employer Website: nativityschool.net

Job Requirements:

- Practicing Roman Catholic
- Ensure that academic policies and curriculum are followed
- Work collaboratively with the pastor, board and faculty to provide the best education to the students of Nativity of Our Lord School
- Follow and implement New York State and diocesan policies that affect the school community
- Develop and track benchmarks for measuring institutional success
- Help teachers maximize their teaching potential
- Conduct regular teacher evaluations
- Coordinate and schedule New York State assessments
- Meet and listen to concerns of faculty, staff, students and parents
- Encouraging, guiding and assisting student leaders and teachers
- Meet with parents, board members and pastor on a regular basis for problem resolution
- Enforce discipline when necessary
- Provide an atmosphere free of any bias in which students can achieve their maximum potential
- Provide teacher development opportunities to the faculty

Degree Requirements: Master's Degree and NYS Certification in Administration/Supervision (Consideration will be given to an applicant who is in the process of earning the above)

Qualifications/Skills:

Experience: A minimum of three years experience working in education.

How to Apply: Please email a cover letter, resume, three references and completed employment application to: jdcupek@nativityschool.net or mail information.

Phone: (716) 662-9339

All information must be received by Wednesday June 30, 2021