



Date Posted: June 20, 2024

Send resume to: Name: Dr. Michael C. LaFever
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Type of Employment: Summer: Part-Time : If part-time, # of hours per week Full-Time:

Job Title of Open Position: Elementary School Principal

Salary: \$65,000 Salary will be: hourly other

Employer: Northern Chautauqua Catholic School Department

Location Address: 336 Washington Ave. Dunkirk, N.Y. 14048

Employer website: www.nccschool.us

Brief Job Description

The principal oversees the Prek-8 school program. He/She is responsible for the academic outcomes of the school, guides the school through its strategic plan, works collaboratively with the Board of Trustees and builds a positive school environment for students, staff and parents.

Essential Duties & Responsibilities

- Provides oversight of classroom instruction and ensures excellence.
- Collects academic data and uses it to improve outcomes.
- Identifies and implements appropriate staff development
- Supervises all teachers and support staff and conducts annual evaluations.
- Helps to develop and implement a marketing plan to increase enrollment.
- Develops annual school budget in collaboration with the Board of Trustees.
- Recommends, collaborates and helps to conduct fundraising activities.
- Makes recommendation to the Board of Trustees on school improvement initiatives.
- Ensures that curriculum is comprehensive and implemented through proper instruction.
- Oversees state student testing.
- Orders textbook and instructional materials for school.
- Other duties as assigned.

Qualifications: Required Education/Experience

- Must be a practicing Catholic.
- Minimum, New York State School/District Administrator or School Administrator Supervisor

certification; and bachelor's/master's degree in education and Administration required.
Teaching experience at the elementary level preferred but other levels are acceptable.

- Also preferred, Five years of administrative experience and five years of teaching experience. Certification in special education is a plus.
- Valid NYS driver's license, reliable automobile, registered in New York State with proof of automobile insurance.

Desired Skills

- Knowledge of educational issues, policies, programs, and regulations including curricula, assessments, advancement of government programs.
- Knowledge of grant writing a plus.
- Possess good time management skills.
- Ability and desire to work as part of an interdisciplinary team.
- High level written and oral communication skills.
- High level interpersonal skills.
- High level behavioral management skills.
- Ability to be organized and to delegate tasks when appropriate.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **XX/XX/XXXX**