

Date: Revised May 10, 2017

Employment Listing:

Northern Chautauqua Catholic School (NCCS)
336 Washington Ave.
Dunkirk, NY 14048

Position: PreK – 8 School Principal

Brief Job Description:

The Principal supervises and directs all operations of the elementary school that include but are not limited to: Implementation of the academics programs and scheduling, the hiring of teachers, substitutes and aides, conduct teacher observations and evaluations, all extracurricular activities, spiritual advancement and day-to-day building operations.

Qualifications:

- Required: New York State School Building Administrator Certification
- Preferred: Three to five years prior teaching experience in Catholic Elementary education; prior administration experience in Catholic Education
- Preferred: Administration experience
- Valid NYS Driver's License

Additional Qualifications:

The successful candidate will demonstrate an unwavering commitment to providing a Catholic education of the highest quality to all children enrolled in NCCS, assuring that our students are on the path to college and beyond. The principal will lead a leadership team that will focus on our Catholic Identity, Academic Excellence in a nurturing academic setting, Admissions, Retention, and Good Stewardship of our resources.

Candidate must:

- Be a practicing Catholic in full communion with the Roman Catholic Church
- Possess (or be eligible to receive) a New York State Principal certification, including graduate coursework in educational leadership
- Possess (or be eligible to receive) New York State teaching certification
- Have a minimum of five-year teaching or leadership experience in a school setting
- Be able to meet the Diocese of Buffalo, New York State Department of Education requirements, and accrediting agency requirements for principals

Applications: Send cover letter and resumes to:

Deacon Michael Lemieux, Canonical Administrator
Northern Chautauqua Catholic School
336 Washington Ave.
Dunkirk, NY 14048