



Date Posted: 5/15/2021

Type of Employment: Full Time

Title of Open Position: Principal of Notre Dame Academy

Salary: Commensurate upon experience/education

Employer Name: Notre Dame Academy

Employer Contact Name: Reverend Robert M. Mock

Employer Location Address: Notre Dame Academy

Employer website: <https://www.notredamebuffalo.org>

Brief Job Description:

The Principal serves as a member of the administrative team and is responsible for leadership, coordination, supervision, spiritual advancement and management of the school program and day to day operations.

Qualifications: Required Education/Experience

- Required: Must hold New York State Administration Certification at the time of the application
- 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; five years of teaching experience, experience with special education.
- Valid NYS Driver's License, reliable automobile, registered in New York State with proof of auto insurance.

Desired Skills:

- The ability to work collaboratively with the structural oversight of an advisory board.
- Possess good financial and time management skills.
- Participating member of a Roman Catholic faith community, in good standing with the Catholic Church and perceives leadership in a Catholic school as a ministry to both Catholic education and the 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 and willing to take direction concerning the culture of the school.
- 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.

How to Apply: Email: jehu720@yahoo.com Apply by: June 30, 2021