Date Posted: March 27, 2023

Send resume to: Name: James Sutherland
                   ND Board President
                   Email: jimsutherland7@gmail.com

Type of
Employment: Summer: ☐   Part-Time ☐:   If part-time, # of hours per week   Full-Time: ☒

Job Title of Open
Position: High School Principal

Salary: Commensurate with qualifications and prior experience.   Salary will be: ☐hourly ☐ other

Employer: Notre Dame High School   Department

Location
Address: 73 Union Street
            Batavia, NY 14020
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Employer
website: www.ndhsbatavia.com

Job Description

Notre Dame High School in Batavia, New York, is currently accepting applications for Principal. We are seeking a dynamic leader and educator responsible for ensuring a vibrant curriculum for the students as well as professional leadership and development for the faculty and staff. The Principal reports directly to the Board of Trustees.

Notre Dame High School is a private Catholic School with a diverse learning community serving more than 225 students in grades seven through twelve. Notre Dame prides itself on academic excellence and has been ranked as the #1 school in the tri-county region for 17 consecutive years. The school's mission is to instill young men and women with faith, knowledge, and confidence preparing them to serve in an ever-changing world. To learn more about the school, please visit www.ndhsbatavia.com.

Job Requirements
- Promotes the essential characteristics and fundamental values of a Catholic school;
- Master's Degree (preferably in Administration);
- CAS or SAS Administration certification;
- Teaching and administrative background.

Salary and Benefits
Notre Dame offers a comprehensive benefits plan, including health insurance coverage and generous time off and holiday policies. The Principal's annual salary will be commensurate with qualifications and prior experience.

Application Process
Qualified candidates should submit a letter of interest and resume via email to ND Board President, James Sutherland at jimsutherland7@gmail.com

E.O.E.

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