



Date Posted: March 13, 2023

Send resume to: Name: Dr. Eileen Lyon
Address: 66 East Main St.
Hamburg, NY 14075
Email: Eileen.Lyon@fredonia.edu

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

Job Title of Open Position: School Principal

Salary: Commensurate with experience Salary will be: hourly other

Employer: SS. Peter and Paul School, Hamburg Department _____

Location Address: 66 East Main Street
Hamburg, NY 14075

Employer website: www.sspphamburg.org

Brief Job Description

A School Principal serves as a member of the Administrative Team and is responsible for leadership, spiritual advancement, coordination, supervision, and management of all aspects of the school and its day-to-day operations.

Essential Duties & Responsibilities

- Practicing Roman Catholic
- Ensure that academic policies and curriculum are followed
- Work collaboratively with the canonical administrator of the school, board and faculty to provide the best education to the students of SS. Peter and Paul 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
- Encourage, guide and assist student leaders and teachers
- Meet with parents, board members and canonical administrator of the school in a timely manner on an as needed 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

Qualifications: Required Education/Experience

- 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)

Desired Skills

- A minimum of three year's experience working in education

How to Apply: By Mail E-Mail Fax

Please email a cover letter, resume and three references to Dr. Eileen Lyon:
Eileen.Lyon@fredonia.edu.

Application reviews will begin April 3, 2023. The position will remain open until filled.