



Date Posted: June 1, 2023

Send resume to: Name: Southtowns Search Committee
Address: 2052 Lakeview Rd.
Lake View, NY 14085
Email: bmanley@southtownscatholic.org

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

Job Title of Open Position: Catholic School Elementary Principal

Salary: Commensurate upon experience/education Salary will be: ☐ hourly ☒ other

Employer: Southtowns Catholic School Department

Location Address: 2052 Lakeview Rd.
Lake View, NY 14085

Employer website: www.southtownscatholic.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

- Ensure that academic policies and curriculum are followed
- Work collaboratively with the Canonical Administrator of the school, board of education and faculty to provide a quality education to the students of Southtowns Catholic School
- Follow and implement New York State and diocesan policies that affect the school community • Develop and track benchmarks for measuring academic 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
- Ensure that student conduct conforms with school standards and policies
- 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

- Minimum: Bachelor's/Master's in Elementary Education. 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 and New York State School Building Administrator or School Administrator Supervisor Certification, some Administration experience; five years of teaching experience and experience with special education.

Desired Skills

- Participating member of a Roman Catholic faith community.
- Possess good time management skills.
- Ability and desire to work as part of an interdisciplinary team.
- High level of interpersonal skills both verbal and written communication
- Knowledge of education issues, policies, programs, and regulations including curricula, assessments, advancement, and government programs
- High level of behavior management skills
- Ability to be organized and to delegate tasks when appropriate.
- Proficient computer skills including Excel and Word
- High level of knowledge of educational principles
- Demonstrated knowledge of current literature and trends relating to the profession.
- * Ability to communicate effectively with students, faculty, parents and the board of education.

E.O.E.

How to Apply: By Mail ☐ E-Mail ☒ Fax ☐ as above, no later than **07/07/2023**

Please email cover letter, resume and letters of recommendation to:

bmanley@southtownscatholic.org