

St. Amelia's Roman Catholic School
2999 Eggert Road
Tonawanda, NY 14150
(716) 836-2230

NOTICE OF ADMINISTRATIVE OPENING

St. Amelia's School is presently searching for a full-time PRINCIPAL to start as soon as possible.

REQUIREMENTS

Professional

- * Masters Degree in Education/Educational Administration
- * Elementary Catholic School experience preferred minimum of five years
- * NYS Certification in Administration
- * Previous experience in Administration minimum of five years-preferred

Personal

- * Active Roman Catholic, committed to spiritual growth and faith
- * Dedicated commitment to Catholic Education
- * Child—focused
- * Decisive, visionary leader

SCHOOL PROFILE

GRADES:

Pre-K, K-8 - 610 students

STAFF:

Faculty:

45 Full-Time Teachers
2 Part-Time Teachers
14 Full-Time Aides
Guidance Counselor
2 Assistant Principals
4 Office Secretaries
Director of Advancement
Office Tuition Manager

St. Amelia's School has for over fifty years provided academic excellence in Erie County. It is committed to being a child-focused environment, stimulating academic distinction and growth with an emphasis on family values with respect for self and others. We are committed to balancing physical, spiritual, intellectual, and social growth of our students and constantly encouraging staff to personal advancement and growth. The school follows an instructional program designed to meet the NYS Department of Education mandates and Diocese of Buffalo Department of Catholic Education standards. A full range of classes, including Technology, Physical Education, Spanish, Art, Music, Accelerated Math and Science are offered. A before and after school care, extra-curricular sports and academic activities are in place. The school principal will work directly with the Pastor to continue to work toward the growth of the school as well as work to develop a five-year strategic plan. St. Amelia's has the benefit of a united, cohesive faculty and a strong Home School Association.

Send letter of interest, resume and letter of reference from your pastor (if possible) to:

Rev. Sebastian C. Pierro
Search Committee
210 St. Amelia Drive
Tonawanda, New York 14150
[**spierro@stamelia.com**](mailto:spierro@stamelia.com)

Please apply by July 10, 2019

St. Amelia R.C. School
2999 Eggert Road
Tonawanda, New York 14150
(716) 836-2230

Job Qualifications and Descriptions

The candidate should have the following educational experience:

- Practicing Catholic
- Masters Degree in Education/Administration
- NYS Certification in Administration
- Experience in Catholic Elementary school preferred (minimum of 5 years)
- Experience as Administrator preferred (minimum of 5 years)

The candidate should possess an unyielding belief in the potential of all children to achieve academically, spiritually and socially. The person should be someone who inspires and coaches' teachers and staff members to reach out and teach every child, and to collaborate with parents, families and communities to make the school excel.

The candidate should be a practicing Catholic who expresses his/her faith in children by building a nurturing and academically challenging atmosphere.

The candidate must possess excellent communication skills and be able to work well with different types of personalities. He or she should be familiar with Diocesan regulations, state curriculum and have a firm discipline policy in place.

Reports to: Pastor of St. Amelia R.C. Church

Supervises:

- Teaching staff
- All other instructional staff assigned to the school
- All non-instructional staff assigned to the school
- All volunteer personnel

Primary Function:

The principal administers (designs, develops, directs and evaluates) the school's religious and academic programs and provides leadership in faith development, spiritual growth and academic excellence. This shall be performed in accordance with the parish policies and regulations and those of the Diocese of Buffalo department of Catholic Education.

Areas of Responsibility:

- **SPIRITUAL LEADERSHIP**
 - Responsible for fostering faith development
 - Responsible for building a Christian Community
 - Responsible for moral and ethical development
 - Responsible for fostering the development of the student's knowledge of the Catholic history and philosophy
 - Fosters the development of the teachers' and students' knowledge of Catholic traditions and teachings
 - Provides opportunities for the school community to celebrate faith
 - Supports collaboration between the parish and the school
 - Encourages and promotes Christian service within and beyond the school and parish community

- **ADMINISTRATION**

- Directs the activities of the school instructional and non-instructional staff in the performance of their duties
- Supervises the instructional staff in the development and implementation of curriculum and student activities
- Implements Parish policies and regulations related to the school
- Develops, maintains and submits official records and reports
- Assumes responsibility of the attendance, conduct, health and safety of students
- Conducts meetings of the staff as necessary for the proper and effective functioning of the school
- Supervises the daily operations of the instructional staff, custodial staff, clerical staff, cafeteria staff and voluntaries working in the school
- Coordinates the use of the school building with the rectory office
- Ensures compliance with the New York State standards and core curriculum and diocesan and interdiocesan curriculum and Department of Catholic Education regulations and guidelines
- Facilitates conflict resolution with staff, students and/or parents

- **INSTRUCTION**

- Supervise the teaching – learning process
- Reports to the Pastor and appropriate Diocese of Buffalo Department of Education officials regarding the school's needs in respect to personnel, equipment, supplies, textbooks and curriculum programs
- Facilitates the development/evaluation of total curriculum which integrates the students' intellectual, religious, social, emotional and physical growth in light of the Gospel
- Responsible for the annual evaluation/modification of the faculty/parent/student handbook(s)
- Articulates and promotes high expectations for teaching and student learning
- Demonstrates awareness of professional issues, developments, and best practices in education
- Promotes and provides developmentally appropriate practices
- Monitors and evaluates the impact of the instructional program through use of data collection and analysis
- Is aware of current instructional technology and promotes its use in instruction

- **STAFF PERSONNEL**

- Orients new staff members and assists in their development
- Make use of the Two Assistant Principal by delegating duties and responsibilities as agreed upon
- Assists in developing and implementing staff in-service programs
- Provides for orientation, growth, development, motivation and evaluation of faculty/staff
- Supervises the recruiting, screening, hiring and assignment of instructional staff keeping the pastor informed
- Evaluates staff members job performance
- Recommends to the pastor the continued employment of staff members with satisfactory job performance and dismissal of ones with unsatisfactory job performance
- Values diversity as exhibited in hiring choices, assignments made, teams formed and interaction with others
- Shows respect for people regardless of race, gender, disability, lifestyle or viewpoint
- Seeks to understand the perspective of others when he/she disagrees with them and responds appropriately

- **PARISH-COMMUNITY RELATIONS**

- Exerts leadership in adaptation of the educational program approved for the school to meet the needs of the Parish Community served
- Participates in a program of public relations to further the Parish Community's understanding and support for the school program
- Attends monthly Parish Pastoral Council Meetings
- Is an active member of the Parish Pastoral Council Education Committee
- Maintains open communication with staff, students, parents, pastor, school/parish organizations and the community
- Actively communicates the school's values, needs, efforts and accomplishments to the total community

- Builds parent communication with faculty and encourages parent-teacher-student interaction
- Recruits and retains students
- Promotes the school through the use of newspaper, parish bulletins, etc.

- **STUDENT/PARENT RELATIONS**

- Promotes and maintains effective learning climate in the school
- Programs and schedules classes within established guidelines to meet student's educational needs
- Establish guidelines for proper student conduct and maintain student discipline
- Encourages active participation of all parents and volunteering of their time and talents
- Promotes a school/family spirit that reflects honest and open communication
- Attends special events and activities sponsored by the School, Home School Association and Parish
- Attends all Home School Association Meetings
- Promotes students' school spirit and pride

- **PERSONAL GROWTH**

- Displays experience and enthusiasm for the profession
- Keeps abreast of educational trends and developments as they relate to programs and operation of the school
- Keeps current on catechetical and personal formation trends and development through workshops, seminars, conferences, in services, and Diocesan Meetings so as to continually update themselves

- **FINANCES**

- Assists in the preparation, management and implementation of the school's budget
- Works with the Rector, Religious Education Coordinator to facilitate the use of shared facilities and resources
- Is a member of the School Finance Committee

- **GENERAL**

- Other tasks as assigned by the Pastor

- **TERMS OF EMPLOYMENT**

- In accordance with the contract agreed upon by the Pastor and the Principal

- **EVALUATION**

- The Principal's job performance will be evaluated annually by the pastor using the Diocesan Evaluation Tools

School Profile (2019)

St. Amelia School is a Roman Catholic grammar school educating students from Pre-K through Grade 8. We have 610 students from 15 surrounding school districts... Amherst, Buffalo, Cheektowaga, Grand Island, Kenmore, Tonawanda, Niagara Wheatfield, North Tonawanda, Starpoint, Sweet Home, Williamsville, to name a few.

For the most part our students come from working class families where both parents have at least a high school education and most have a college degree. Many parents come from a Catholic School background themselves. Most families have both parents working.

Faculty and staff

The teaching staff consists of: 45 full time teachers, 2 part time teachers, 14 full time aides, 2 Dean of Students (one for the lower school and one for the upper school), Guidance Counselor. The school also employs 4 office secretaries, a Director of Advancement and an office tuition manager, 2 full time custodian and 4 part time custodian, 4 full time cafeteria staff, as well as a full religious education program which is located in the school.

Mission Statement and Goals

The mission of St. Amelia School is to provide a quality Catholic education that instills in students the spirit of Jesus Christ in a positive, caring environment, which allows students to achieve excellence and become responsible citizens in our community.

The St. Amelia School advantage is reflected in the philosophy that permeates the total education program and lives of the faculty and students. This philosophy challenges students to improve the world by living gospel values and sharing Christ's message of salvation. They grow to understand the roots of their faith and responsibilities as Christians.

St. Amelia's School provides a foundation for Christian living by integrating and nurturing faith through teaching and example. We strive to create a Christ-centered community, which stimulates academic excellence and emphasizes family values and respect of self and others.

We promote an atmosphere of love, kindness and understanding. We are committed to balancing the spiritual, intellectual, social and physical growth of each student, so that they can mature into responsible, self-disciplined individuals. We develop and support a dynamic faculty and staff, comprised of dedicated professionals.

We strive to provide a physical facility conducive to reaching our goals. We encourage parental involvement of time and talent.

We continually develop and evaluate decisions and review our options and actions to make sure they are consistent with our values and beliefs as stated in our mission and goals.

St. Amelia Catholic Church

210 St. Amelia Drive, Tonawanda, New York 14150 | (716) 836-0011



We are the only Catholic Elementary School in the area to boast these Five Stars:

- ❖ A National School of Excellence
- ❖ A New York State School of Excellence
- ❖ A National School of Character
- ❖ Rated “Excellent” by the Council on Private Education
- ❖ Middle States Accredited

Extra-Curricular Activities

We have a coordinator who oversees a daily after school program that is offered both morning and afternoon. Various faculty members are in charge of the program and a nominal fee is charged.

Academic

- STREAM Activities
- Curriculum Fair
- Chess Club
- School newspaper
- Tutoring
- Advanced classes in Spanish, French, Math and Living Environment
- School TV studio
- State of the art Technology
- Peer Ministry
- Grade 8 Council
- Summer Learning Program

Spiritual

- Weekly School Mass
- Morning and Dismissal Prayers
- Various Prayer Services (Advent Wreath, Stations of the Cross, etc)
- Community Service
- Student of the Month
- Altar Servers
- Virtues and Character Education
- Sacramental preparations

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Fine Arts

- School Plays – Christmas, Spring Musical
- Talent Show
- Band
- Chorus
- Dance lessons
- Instrumental Music Lessons

Sports

- Baseball
- Softball
- Soccer
- Swim
- Basketball
- Track
- Hockey
- Cheerleading
- Volleyball

An active Home School Parent Group