



Date Posted: May 24, 2022

Send resume to: Name: MaryAlice Bagwell
Email: mabagwell@saintbenedicts.com

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

Job Title of Open Position: Assistant Principal

Salary: Commensurate with experience Salary will be: hourly other

Employer: St. Benedict School Department Administrative

Location Address: 3980 Main Street
Amherst, N.Y. 14226

Employer website: www.Stbens.org

Brief Job Description

Flexible, positive, intelligent individual to help put out daily fires with a smile. Fantastic ability to multitask, problem solve and see the big picture of a vibrant Catholic Elementary School

Essential Duties & Responsibilities

- The Assistant Principal fulfills the mission of the St. Benedict Catholic School in the Diocese of Buffalo by working with the principal in establishing a positive learning environment, with major emphasis on curriculum and instruction, student discipline and security, whereby the philosophy of the school and the academic programs are implemented

Qualifications: Required Education/Experience

- Master's Degree in Education preferred
- School Building Leader Certificate/Administrative Degree or equivalent experience
- The candidate must be a practicing Catholic
- Teaching experience is required.

Desired Skills

- Strength in curriculum development, creating a gifted and talented program and orchestrating awesome professional development.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **06/03/2022**