



Date Posted: 4/29/2022

Title of Position: Elementary Assistant Principal

Type of Employment: Full-time

Salary: Commensurate upon experience/education

Employer Name: Saint Benedict School

Employer Contact Name and Title: Dawn Cahill – Business Manager

Employer Address: 3980 Main Street, Amherst 14226

Employer Website: <https://stbenschool.org/>

Job Description: This position is a full-time support to the Principal and is responsible for a host of duties to include transportation, E School, testing, professional development, cafeteria, scheduling and other tasks as determined by the administrator. 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. This position reports to and is evaluated by the principal.

Degree Requirements: Candidate should possess a degree in Educational Supervision/Administration or be working to complete their degree.

Qualifications/Skills: Candidate must have strong communication and organizational skills and be willing to assume responsibility in a shared leadership position. The candidate must be a practicing Catholic and a team player.

Experience Required: Experience as an elementary administrator or similar position preferred but not required. Teaching experience is required.

Other Skills/Requirements: The candidate must be willing to assist in continuing the growth of this vibrant elementary school and the new leadership model it is building.

EOE

How to Apply:

By MAIL: 1317 Eggert Road, Amherst NY 14226

E-Mail: dcahill@saintbenedicts.com

Phone Number: 716-834-1041

Please include: Résumé, [employment application](#) and [teacher application supplement](#)
(if applicable)