



Saint Benedict School

3980 Main St.
Amherst, NY 14226
716-835-2518

Assistant Principal Job Description

Saint Benedict School is seeking an Assistant Principal for the 2023-2024 school year. The Assistant Principal is a member of the school leadership team and assists the principal with all day-to-day operations of the school. In conjunction with the Principal, the Assistant Principal oversees that instruction is consistent with the mission and vision of the school and assures that programs are planned, implemented, and evaluated as directed. The Assistant Principal directly reports to the Principal, who will annually review his/her performance. The Assistant Principal is a 12-month employee.



Located on Main Street in Amherst, New York, Saint Benedict School offers programs in Pre-K3 through 8th grade to 428 students from the surrounding area. Saint Benedict School continues to grow and is committed to providing a high quality, faith-based education. We are a Catholic school which uses the teachings of the Church to cultivate the academic, spiritual, social, and moral development of its students in a safe learning and teaching environment. The school nurtures a strong sense of community, high academic standards, discipline, and respect. Visit stbenschool.org for more information about our school.

Job responsibilities include but are not limited to the following:

- Assist the Principal in defining the school's mission and communicating goals and expectations of the total school program, and contributing to continuous school improvement processes
- Provide instructional leadership, in concert with the Principal, for the implementation, coordination, and supervision of the instructional program
- Monitor and assess student achievement and participation outcomes with appropriate data collection and analysis
- Assist the Principal in supervising and evaluating the effectiveness of all school personnel
- Assist in creating a productive work climate by gaining the cooperation of staff and students
- Administer and coordinate school discipline and maintain necessary discipline records
- Coordinate and supervise student activities
- Engage in professional activities which contribute to leadership development
- Assist in determining and implementing school organization, student placement and evaluation, and services and programs that provide for the needs of children

- Provide for changes in schedules and programs to meet the needs of groups or individual students
- Communicate effectively with students, staff, administrative and supervisory personnel, parents, and community
- Participate and help where necessary with school fundraising, marketing and development activities
- Perform other duties as assigned

Qualifications:

- Practicing Catholic preferred, fully able to model Christian values and adhere to the teachings of the church and participate in the sacramental life of the Church, with a demonstrated commitment to the mission of Catholic education.
- Bachelor's or Master's degree from an accredited institution in educational administration, supervision, curriculum development, or education.
- New York State Certification, or comparable (Childhood Education, Building Supervisor, other)
- Minimum of five years of teaching experience
- Demonstrated leadership ability in an educational environment that includes the ability to inspire the school community, i.e., students, faculty and staff, parents, board and clergy.
- Employment is contingent upon acceptable results of a state and federal background check, completion of VIRTUS Training, reference check and completion of all necessary paperwork.

Salary: From \$45,000 annually; 12-month, full-time exempt salaried position

Application Process

Applications are being accepted now and will continue to be accepted until the right candidate is found. Please send the following materials to the Principal of Saint Benedict School, Ryan Kloetzer at rkloetzer@saintbenedicts.com as soon as possible.

- Cover letter (required)
- Current resume including all experiences in schools and the field of education (required)
- Statement of educational philosophy (preferred)
- Letters of reference (optional)