



Date Posted: July 10, 2019

Title of Position: School Principal

Type of Employment: Full-Time

Salary: Commensurate upon experience/education

Employer Name: St. Christopher Roman Catholic Church, Tonawanda

Employer Contact Name and Title: Fr. Steven Jekielek, Pastor

Employer Address: 2660 Niagara Falls Blvd.
Tonawanda, NY 14150

Employer Website: www.saintchris.org/school

Job Description: St. Christopher Catholic School in Tonawanda, N.Y., is searching for a dynamic, dedicated educator and leader to serve as principal of our wonderful school community of over 300 students beginning immediately. The principal is responsible for providing spiritual, educational and managerial leadership in administering the school. The principal will also be responsible for working with our local school district to ensure that we receive all services and funding to which we are entitled.

Degree Requirements: Preferred: Master's Degree in School Administration and Education, five years of Administration experience; five years of teaching experience, experience with special education.

Minimum: New York State School District Administrator or School Administrator Supervisor Certification; and Bachelor's/Master's in Early Childhood and Administration required.

Qualifications/Skills:

- The ability to work collaboratively with the structural oversight of an advisory board. Must be able to work effectively and communicate well with our faculty, staff, parents and the HSA.
- Possess good financial and time management skills. Experience in advancement, fundraising and grant opportunities is highly desirable.

- Participating member of a Roman Catholic faith community, in good standing with the Catholic Church.
- Must also be one who perceives leadership in a Catholic school as a ministry to both Catholic education and the Church.
- Knowledge of education issues, policies, programs, and regulations including curricula, assessments and government programs.
- An effective mentor and advisor for our faculty and a loving example of Christian living for our students, families and staff.
- Possess good time management skills.
- Ability and desire to work as part of an interdisciplinary team and willing to take direction concerning the culture of the school.
- High level of written and oral communication skills.
- High level of interpersonal skills.
- High level of behavior management skills.
- Ability to be organized and to delegate tasks when appropriate.
- Valid NYS Driver's License, reliable automobile, registered in New York State with proof of auto insurance.
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Experience Required: Three to five years prior teaching experience in Catholic Elementary education; prior administration experience in Catholic Education.

EOE

How to Apply:

E-Mail: sjekielek@saintchris.org

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