



Date Posted: July 22, 2022

Send resume to: Name: Marisa Piazza
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Type of Employment: Summer: Part-Time : If part-time, # of hours per week Full-Time:

Job Title of Open Position: Assistant Principal

Salary: \$40,000 - \$60,000 depending on experience Salary will be: hourly other

Employer: St. Gregory the Great School Department School

Location Address: 250 St. Gregory Court, Williamsville, NY

Employer website: www.stgregschool.org

Brief Job Description

To assist the principal with administering the school's religious and academic programs and help in providing 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.

Essential Duties & Responsibilities

Essential Core Qualities:

- Comfortable with leading prayer and sharing faith with students and staff.
- Experience implementing or observing Common Core aligned units, lessons, and assessments.
- Effective classroom management skills and ability to implement the Code of Conduct.
- Strong math and literacy background.
- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Ability to differentiate instruction and believe in an inclusive learning environment.
- Strong verbal and written communication and teaming skills.
- Technology skills for scheduling and building management.
- Ability to provide instructional coaching to teachers.
- Role model and lifelong learner.

Overview of Responsibilities:

- Provide leadership and expertise necessary to ensure that the school program is aligned with the mission, goals, and objectives of the Parish and the Diocese of Buffalo, and is an integral component of the learning/instructional program.

- Supervision of school personnel (teachers, teacher aides, office staff, monitors).
- Implementing building attendance procedures.
- Managing the building- facilities, substitute coverage, administration of assessments, before and after school operations.
 - Maintaining effective communication with the staff, students, and Parish community.
 - Teacher observations and evaluations
- Interact and communicate with parents, students, and staff concerns in a sensitive and timely manner.
- Supervise and evaluate professional and support staff assigned to the building.
- Carry out disciplinary procedures related to student behavior, tardiness, attendance, and dress code as established by school policy
- Supports the school cafeteria program and completes necessary
- Oversee Technology Strategic Plan and implementation
- Manages school NYS assessment testing program
- Manages and supports all software purchasing, updates, and administration
- Manages Williamsville textbook, software, and library funding.
- Assist in screening, interviewing and recommending candidates for professional and support staff positions.
- Supervises evening, weekend and potential overnight activities on a shared basis with the principal.
- Effectively assumes all responsibilities of the Principal in the Principal's absence.
- Communicates and works effectively with the administrative team, including participating in team meetings, and keeping the principal informed of developments.
- Lead PLC meetings with school staff, develop agendas, provide guidance and support as needed to discuss curriculum, needs of students, concerns of teaching staff and communication with administration.
- Actively participate on the Emergency Response and Safety Teams
 - Chair the building safety team
 - Update safety plans annually with the team and principal
 - Responsible for arrival and dismissal process
 - Develop supervision schedules for staff and monitor arrival and dismissal procedures
 - Supports the implementation of all fire emergency drills and procedures
- To be familiar with and able to interpret the DETA contract.
- Be able to run the e-school system and create a master schedule based on the needs of students.
- Attend and participate in school related, Parish functions and community meetings; including after-hours.

Other Duties as Assigned

Qualifications: Required Education/Experience

Supervises: Office Staff, Educational staff, Cafeteria Staff and Volunteers

Qualifications: The Assistant Principal will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.

Education: Master's Degree in School Administration; NYS Administrative Certification School Building Leader

Experience: Minimum of 5 years in the classroom and 3-5 years in an academic administrative role.

Special Skills: Computer Literate; instructional coaching, ability to supervise a large number of staff; budgetary skills; ability to listen carefully and make decisions; ability to work as a team member.

Ergonomic Requirements: Ability to answer the phone and be understood; typing; business and budgeting skills; ability to lift packages within reason. Tasks involving working on a computer keyboard, involved extensive wrist and hand movements. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

- **Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the Parish.**

Desired Skills

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than: