



Date Posted: November 8, 2021

Send resume to: Name: Jenny Bainbridge
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Buffalo, NY 14223
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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: Commensurate upon education and experience Salary will be: hourly other

Employer: St. John the Baptist School Department

Location Address: 1085 Englewood Avenue Buffalo, NY 14223

Employer website: www.stjohnskenmore.com

Brief Job Description

The Assistant Principal is a full-time leadership position, working closely with the leadership team, responsible for various aspects of daily and long-range success of the school. The Assistant Principal reports directly to the principal and serves as a liaison between classroom teachers and parents and the leadership team.

Essential Duties & Responsibilities

- Daily communication with the Principal, office staff, and leadership team regarding any new, upcoming, or ongoing tasks.
- School correspondence including weekly newsletter/email, parish bulletin, media and advertisement of the school, and other parent communication.
- Overseeing instructional and academic planning throughout the school.
- Scheduling, including the creation of regular trimester-based schedules and special schedules for events.
- Planning and implementing school-wide events and assemblies.
- Liturgical leadership, including coordinating monthly school masses, prayer services, and other special events.
- Technology and network oversight and maintenance, including the acquisition of new technology.
- Leading new teacher mentorship and coordinating professional development opportunities for teachers and staff.
- Student engagement and monitoring, including discipline.
- Serving as school leadership in the absence of the Principal.

Qualifications: Required Education/Experience

- Qualifications: Commitment to the success of the mission of St. John the Baptist School
- Education/certification: Masters Degree in Education
- Experience: Classroom experience, particularly in a Catholic school preferred

Desired Skills

- Friendly
- Team-player
- Hard working
- Knowledge of Technology

E.O.E.

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