

Job Description: Principal

St. John's School
1059 Englewood Ave.
Kenmore NY, 14223

**Full-time, 12 Month, Salary****High Level Job Description:**

- The principal will focus upon the academic excellence, preservation of Catholic identity and together with the Business Manager, ensure the financial stability of the school.
- Overall, this role will engage with faculty and staff to foster a collaborative environment to encourage academic development.

Core Duties & Responsibilities

- A deep and passionate commitment to Catholic education that embraces the good, the true, and the beautiful, and a love of these things for their own sake; commitment to the education of the whole child: mind, body, and spirit.
- Principal lead for the academic, spiritual and together with the Business Manager, ensure the financial stability of the school.
- The incumbent will assist parents by promoting the highest standards of excellence in Catholic identity, academics, and organizational leadership.
- Ensures a productive learning environment through continual collaboration with teachers, students and parents.
- Maintains academic excellence through development of curriculum, NYS mandates, and works with the Department of Catholic Education to meet the needs of the students.
- Ensures quality religious education integrating Gospel values and Christian ethics into the curriculum, policies and life of the school.
- Encourages and promotes Christian service within and beyond the school and parish community.
- Supports teachers' professional development, assesses the needs of faculty and staff and makes recommendations to the Pastor as required.
- Responsible for communication, implementation and compliance with Safe Environment mandates for the school.

Relevant Experience

- Prospective candidates should have commensurate experience to lead within a Catholic School environment.
- Masters in Education, NYS Certification in Administration
- Experience as an Administrator (5 years +)

Salary & Compensation

- Salary Range: \$55,000- \$75,000 per year, Full-time; 12 month salaried position.
- Benefits to include: Retirement, Health Care, Dental, Life Insurance, Paid Time Off, Parental Leave, Tuition Discount.

Please forward resume with cover letter to sjstrustees@gmail.com.