



Date Posted: 5/24/18

Title of OPEN Position: Assistant Principal/Advancement Coordinator

Type of Employment: Full-Time beginning summer 2018

Salary: Commensurate Upon Experience

Employer Name: St. Mark School

Employer Contact Name and Title: Robert Clemens, Principal

Employer Address: 399 Woodward Avenue, Buffalo, NY 14214

Employer Website: www.saintmarkschool.com

Job Description: St. Mark School seeks an Assistant Principal to fill an upcoming vacancy. The Assistant Principal helps plan and deliver School Leadership in academic and facility operations of a K-8 school with 400 students. This position oversees the communication plan and all applicants must have strong communication skills, an ability to multi-task, and lead by example with implementation of new technology and all school initiatives. This Assistant Principal position has an advancement component and includes oversight of student enrollment. Innovative thinking for community outreach is essential. Included with the responsibility of the communication plan, is the job of generating newsletters, writing email communications and updating the Website. The Assistant Principal works within the School Budget and Public School Title Budget to plan for Professional Development, Provide Academic Intervention Support services, and Order Textbooks and other Materials. Successful candidates will need to create and modify the master schedule to maximize instructional time around state assessments and other daily interruptions.

Degree Requirements: M.S. School Leadership; Enrolled in Leadership Program

Qualifications/Skills: Candidates must have very strong written and verbal communication skills and strong interpersonal skills. The job has many components and requires the ability to multi-task and easily adapt to changes at any time. Must have knowledge of Google Software and be a leader of 21st Century learning.

Experience Required: Teaching, counseling, or other work with elementary/middle school students

Other skills/requirements: Virtus training; NYS Certification School Leadership/Working toward NYS Certification in School Leadership

EOE

How to Apply:

By MAIL: Robert Clemens, Principal, 399 Woodward Avenue, Buffalo 14214

E-Mail: rclemens@saintmarkschool.com

Fax Number: N/A

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