



Date Posted: May 7, 2021

Send resume to: [jrogl25861@aol.com](mailto:jrogl25861@aol.com)

Type of Employment: Full-Time:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_

Job Title of Open Position: School Principal

Salary: Commensurate upon experience/education

Employer: St. Mark Parish, Buffalo Department: School

Location Address: 401 Woodward Ave.  
Buffalo, NY 14214

Employer website: [www.saintmarkschool.com](http://www.saintmarkschool.com)

### **Brief Job Description**

St. Mark Parish is looking for a School Principal. This position is responsible for management of the instructional programs and day to day operations of St. Mark School in Buffalo, NY. St. Mark has 2 classes of grades K-8. Current enrollment is approximately 370 students.

### **Essential Duties & Responsibilities**

- Cultivate and communicate the School's Catholic mission and identity within the school, parish, and local communities through a collegial and cooperative culture.
- Serves as a member of the parish staff, participating in the decision-making regarding parish direction and activities.
- Collaboratively develop and review School Strategic Plan, crafting annual performance goals, and objectives and updating school policies and procedures to reflect the needs of the school.
- Promote an inclusive, safe, and secure setting using the Diocesan Safe Environment program.
- Develop, coordinate, monitor, and evaluate curriculum:
  - Ensure conformance with Diocesan Curriculum requirements; New York State Department of Education curriculum and educational mandates.
  - Ensure effectiveness of instructional program by promoting hands-on learning, differentiated instruction, STREAM curricular components, and maximizing whole group, small group and individual learning opportunities against a background of multiple modalities and student learning styles.
  - Coordinate and oversee Academic Intervention Services (AIS) and ensure that program mandates of a student's IEP or 504 are implemented; participate in all Committees on Special Education (CSEs) and communicate accommodations to faculty.
- Hire, train, supervise, coordinate, and evaluate faculty and staff.
  - Provide staff training and professional development opportunities including orientation, in-service training and use of community resources.

- Monitor compliance with on-site policies and procedures pertaining to, but not limited to: incident reporting; quality assurance regulations; fire safety; and employee conduct.
- Perform classroom observations and provide feedback.
- Develop and review goals and objectives among staff.
- Assure compliance with faculty Union Contract mandates and participate in all Union Contract negotiations.
- Develop annual master and individual schedules for faculty, ensuring room coverage on a daily basis and assigning substitute teachers/staff as necessary.
- Develop and disseminate schedules, handbooks and calendar for faculty and students; coordinate student activities, school assemblies and faculty meetings.
- Determine intake and placement of new students.
- Perform educational assessment of students including: observation of the student; review of the student's educational history; conference with the student's teacher; and evaluation of the student's academic performance and learning characteristics
- Establish and maintain an effective data collection and charting system to monitor students' progress, providing timely progress reports to parents; oversee the testing programs and facilitate the interpretation of results.
- Protect confidentiality of records and information gained as a part of the exercise of professional duties. Maintain and secure student and operational records.
- Facilitate the involvement of parents as related to instructional programming.
- Engage in conflict resolution, including but not limited to conflicts related to policies and regulations, community concerns, parental concerns, and student behavior.
- Collaborate with the Director of Faith Formation and Catholic Education to foster growth in faith.
- Oversee the Cafeteria function.
- Coordinate with Advancement Director in marketing/fundraising/advancement efforts.
- Manage annual budget and participate in budget planning; work cooperatively to recommend and develop annual tuition costs; supervise all government funding and programs; participate in available grant programs.
- Support development, capital improvements, and technology initiatives for growth of school.
- Communicate with the school community regularly through mail, email, phone services, newsletters, and other various means.
- Attend all relevant staff, school, and parish meetings, including meetings of the Home School Association and Limited Board of Jurisdiction.
- Represent the school within community and Diocesan forums.
- Maintain personal professional development and training.
- Maintain high professional standards at work with regard to personal behavior and interactions with staff, students, parents, and stakeholders.
- Assure VIRTUS compliance.

**Qualifications: Required Education/Experience**

- Minimum Certification: New York State School District Leader (SDL) and School Building Leader (SBL) Certification.
- Master's Degree in School Administration/Educational Leadership.
- Three to five years' prior teaching experience
- Prior administration experience in education; experience in Catholic Elementary education; experience with special education strongly preferred
- Knowledge of education laws, issues, policies, programs, and regulations including curricula, assessments, advancement and government programs and principles.

- Possess good time management skills, written and oral communication skills, interpersonal skills, behavior management skills
- Strong computer skills including Excel and Word.
- Ability to work as part of an interdisciplinary team, delegating tasks when appropriate.
- Practicing Catholic

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **5/21/21**