



Date Posted: June 2024

Send resume to: Name: Lori Jonas  
Address: 2999 Eggert Rd. Tonawanda, NY 14150  
Email: ljonas@stameliaschool.org

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

Job Title of Open Position: Full Time Assistant Principal (Grades Pre-Kindergarten - 8th grade)

Starting at \$32,500 or Commensurate upon \_\_\_\_\_ Salary will be:  hourly  other  
Salary: experience

Employer: Saint Amelia School Department Assistant Principal

Location Address: 2999 Eggert Road, Tonawanda, NY 14150

Employer website: www.stameliaschool.org

**Qualifications:**

- Master's Degree or higher, preferably with a major concentration of work in educational administration or related field
- At least five years of successful teaching experience
- A valid NYS Teaching Certificate with five years of successful teaching experience
- Preferred but not required: a valid NYS School Building or School District Certificate (or actively working towards)

**Reports to:** Principal

**Supervises:** Teaching Staff, Other Professional Staff, All Non-Professional Staff, Other resource and service personnel while working in the school

**Job Goal:**

- Assists the Principal to provide instructional leadership to staff including, but not limited to: curriculum planning, review and implementation; and professional development.
- Assists in the day to day building administration and the safety and welfare of students, staff, volunteers, and activities.
- Leads the staff in the implementation of quality instruction.

- Ensures a safe, pleasant and effective educational atmosphere, provides Tier II discipline as necessary and enforces school policy.
- Assists the Principal to manage employees in the elementary school.
- Supports the Principal in setting the overall direction, coordination and evaluation of the staff within the school.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsible for interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**Job Duties and Responsibilities:**

- Consistently and fairly enforce all Tier II discipline of students in regards to the policies written in the Parent/Student Handbook, while also referring students as needed to the SEL team and/or Principal in a timely manner
- Ensure coverage for all absent staff daily and report to Office Manager
- Interview, hire, and schedule substitute teachers
- Train and support new teachers and mentorship staff
- Organize and implement annual teacher and student scheduling
- Complete eSchool related tasks: scheduling, running reports, account recovery and development, maintenance, etc.
- Organization and management of Title funding streams, across districts servicing students from St. Amelia
- Organization of AIS, Safety, and MST Grants and oversee the budget for and application process of, where applicable
- Textbook Organization, Ordering and Budget
- Lead the NCEA, Mandated Services and BEDS Reporting
- Organize, evaluate, and communicate free/reduced lunch applications with the main office and cafeteria
- Assist in the planning, scheduling, and implementation of schoolwide activities, including student-related activities such as the House System and professional development of teachers
- Assist in the day to day building administration and the safety and welfare of students, staff, volunteers, and activities
- Assist in evaluating the performance and effectiveness of programs and staff
- Ensure quality instruction is taking place in the classroom
- Oversee the implementation of and training for new curriculum and programs
- Communicate necessary information to parents and staff when necessary
- Support students, teachers, and parents as needed
- Maintenance of main office bulletin boards (Saint of the month and monthly "theme")
- Morning arrival
- Afternoon announcements
- Training and support of student readers and ushers at weekly mass
- Attend committee meetings (School Board, HSA, Parish Council, and others as necessary)
- Additional duties as assigned by the Principal

**Physical Demands/Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly and adequate vision to perform duties

**Language Skills:** Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents and the general public.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory in a specific field. Ability to create and maintain effective working relationships with students, staff, and the community. The ability to communicate clearly and concisely both in oral and written form. Demonstrates awareness of all Diocese requirements and School Board policies. Ability to use a personal computer and related software.

**Terms of Employment:** 12 months employee with two weeks of paid vacation (to be taken in July or August), as well as 2 personal days and 10 sick days per year.

**Evaluation:** Performance of the job will be evaluated annually, in June, by the Principal.

**The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position.**

**Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

Please email cover letter, resume and two letters of references to [ljonas@stameliaschool.org](mailto:ljonas@stameliaschool.org)

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **7/8/24**