



Date Posted: 4/25/2018

Type of Employment: Full Time

Title of Open Position: Principal of Benedict School

Salary: Commensurate upon experience/education

Employer Name: St Benedict School

Employer Contact Name: Rev Robert Mock

Employer Location Address: St Benedict School
3980 Main St
Buffalo, NY 14226

Employer website: www.stbenschool.org

Brief Job Description:

The Principal serves as a member of the administrative team and is responsible for leadership, coordination, supervision, spiritual advancement and management of the school program and day to day operations.

Qualifications: Required Education/Experience

- Minimum: New York State School District Administrator or School Administrator Supervisor Certification; and Bachelor's/Master's in Early Childhood and Administration required. Three to five years prior teaching experience in Catholic Elementary education; prior administration experience in Catholic Education preferred.
- Preferred: Master's Degree in School Administration and Education, five years of Administration experience; five years of teaching experience, experience with special education.
- Valid NYS Driver's License, reliable automobile, registered in New York State with proof of auto insurance.

Desired Skills:

- The ability to work collaboratively with the structural oversight of an advisory board.
- Possess good financial and time management skills.
- Participating member of a Roman Catholic faith community, in good standing with the Catholic Church and perceives leadership in a Catholic school as a ministry to both Catholic education and the church.
- Knowledge of education issues, policies, programs, and regulations including curricula, assessments, advancement and government programs.
- Possess good time management skills.

- Ability and desire to work as part of an interdisciplinary team and willing to take direction concerning the culture of the school.
- High level of written and oral communication skills.
- High level of interpersonal skills.
- High level of behavior management skills.
- Ability to be organized and to delegate tasks when appropriate.

How to Apply:

By Mail: Rev Robert Mock
St Benedict School
3980 Main St
Amherst, NY 14226

Email: jehu720@yahoo.com

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