



Date Posted: 5/12/2020

Send resume to: employment@stgregs.org

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

Job Title of Open Position: Assistant Principal

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 250 St. Gregory Court, Williamsville NY 14221

Employer website: www.stsgregsschool.org

### **Job Description**

Primary Functions: To assist the principal with administering the school's religious and academic programs and help in providing leadership in faith development, spiritual growth and academic excellence. This shall be performed in accordance with the parish policies and regulations and those of the Diocese of Buffalo Department of Catholic Education.

#### Essential Core Qualities:

- Comfortable with leading prayer and sharing faith with students and staff.
- Experience implementing or observing Common Core aligned units, lessons, and assessments.
- Effective classroom management skills and ability to implement the Code of Conduct.
- Strong math and literacy background.
- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Ability to differentiate instruction and believes in an inclusive learning environment.
- Strong verbal and written communication and teaming skills.
- Technology skills for scheduling and building management.
- Ability to provide instructional coaching to teachers.
- Role model and lifelong learner.

#### Responsibilities:

- Assist the Principal
- Provide leadership and expertise necessary to ensure school programs are aligned with the mission, goals, and objectives of the Parish and the Diocese of Buffalo.
- Strive to create a school culture that is positive, productive, and safe for students, staff and the Parish community.
- Effectively assumes all responsibilities of the Principal in the Principal's absence.
- Supervise school employees including teachers, teacher aides, office staff, monitors.
- Perform as an integral team member of the learning and instructional programs

- Maintains effective communication with the staff, students, and Parish community.
- Assist with Teacher evaluations and provide feedback on performance.
- Supervises evening and weekend activities on a shared basis with principal.

#### Curriculum and Instructional Support

- Manages school testing program - NYS assessment ordering and administration.
- Coordinate the organization, implementation, and administration of mandated elementary state assessments.
- Facilitate the placement and social adjustment of all new students to the schools.
- Conduct team meetings with teachers by grade level and specials to discuss curriculum, needs of students, concerns of teaching staff and communication with administration.

#### Administration

- Communicates effectively with the administrative team, including participating in team meetings, and keeping the principal informed of developments in athletics.
- Assist in screening, interviewing and recommending candidates for professional and support staff positions.
- Supervise and evaluate professional and support staff assigned to the building.
- Serve as a member of the Student Support Team as needed.
- Manage substitute coverage, administration of assessments, before and after school operations.
- Update and maintain the Faculty Handbook based on the philosophy of St Gregory's, the DETA contract and the guidelines set forth by the Department of Education.
- Assist in updating the Parent-Student handbook- including enforcing of dress code, discipline issues, attendance/tardiness policy.
- Familiar with and ability to interpret the DETA contract.
- Supports the school cafeteria program and completes necessary reports and free and reduced lunch reports.
- Responsible for working with maintenance on all related facilities requests and concerns.
- Participate in Professional Development and 5 hours of ministry training.

#### Student Discipline

- Carry out disciplinary procedures related to student tardiness, attendance, and dress code as established by school policy.
- Meet with students who have disciplinary problems in an effort to help with issues.
- Interact and communicate with parents, students, and staff concerns in a sensitive and timely manner.
- Work with parents, counselors and others on on-going disciplinary actions

#### Technology

- Manage and support all software purchasing, updates, and administration.
- Manages Williamsville textbook, software, and library funding.
- Work within the e-school system to create a master schedule based on the needs of students.
- Inventory, order materials and maintain software, hardware, and textbook ordering process.
- Work with IT Service provider and Parish Staff to maintain all technology.

#### Safety

- Chair the building safety team and update safety plan annually with team and principal.
- Supports the implementation of all fire emergency drills and procedures.
- Actively participate on the Emergency Response and Safety Teams.
- Provide proper chaperone supervision and student security at school events and functions including evening functions.

- Transportation

Arrival/Dismissal

- Responsible for arrival and dismissal process as well as supervision duties.
  - Develop supervision schedules for staff to monitor arrival and dismissal procedures.
- Implementing building attendance procedures.

Other Responsibilities

- Assumes responsibility for other tasks as assigned by the Principal.
- Attend and participate in school related, Parish functions and community meetings; including after-hours.

Other Duties as Assigned.

Supervises: Office Staff, Educational Staff

**Qualifications: Degree Requirements/Experience**

- Qualifications: The Assistant Principal will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.
- Education: Master's Degree in School Administration; NYS School Building Leader (SBL) or School District Administrator (SDA)
- Experience: Minimum of 5 years in the classroom and 3-5 years in an academic administrative role.
- Special Skills: Computer Literate; instructional coaching, ability to supervise a large number of staff; budgetary skills; ability to listen carefully and make decisions; ability to work as a team member.

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than \_\_\_\_\_

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