



Date Posted:	4/19/2024
--------------	-----------

Send resume to:	Name: Father Daniel Serbicki Address: 2028 Sandridge Rd, Alden, NY Email: frdanserbicki@gmail.com
-----------------	---

Type of Employment:	Summer: <input type="checkbox"/>	Part-Time <input type="checkbox"/>	If part-time, # of hours per week	Full-Time: <input type="checkbox"/>
---------------------	----------------------------------	------------------------------------	-----------------------------------	-------------------------------------

Job Title of Open Position:	Elementary School Principal
-----------------------------	-----------------------------

Salary:	51,500.00 to 55, 500.00	Salary will be: <input type="checkbox"/> hourly <input type="checkbox"/> other: yearly
---------	-------------------------	--

Employer :	St. John the Baptist School	Department	
------------	-----------------------------	------------	--

Location Address:	2028 Sandridge Rd, Alden New York 14043
-------------------	---

Employer website:	https://stjohnsalden.com/
-------------------	---

Brief Job Description

We are seeking a dedicated and experienced School Principal to lead our faith based educational institution. The ideal candidate will oversee the daily operations, academic programs, and staff to ensure a nurturing and effective learning environment for students.

Responsibilities:

- Develop and implement educational policies and procedures
- Supervise and support teaching staff in curriculum development and classroom management
- Manage school budget, resources, and facilities effectively
- Educate, mentor, and motivate students to achieve academic success
- Lead strategic planning initiatives to enhance the school's performance
- Conduct public speaking engagements and engage with parents, students, and the community
- Provide strong leadership in fostering a positive school culture and commitment to Catholic Education

Qualifications:

- Previous experience in an educational leadership role with a focus on curriculum development
- Strong background in working with students, supervising staff, and managing educational programs
- Exceptional leadership skills with the ability to inspire and motivate others
- Proficient in budgeting, strategic planning, and decision-making processes
- Excellent communication skills for public speaking engagements and community interactions

Essential Duties & Responsibilities

- Develop and implement educational policies and procedures
- Supervise and support teaching staff in curriculum development and classroom management
- Manage school budget, resources, and facilities effectively
- Educate, mentor, and motivate students to achieve academic success
- Lead strategic planning initiatives to enhance the school's performance
- Conduct public speaking engagements and engage with parents, students, and the community
- Provide strong leadership in fostering a positive school culture and commitment to Catholic Education

Qualifications: Required Education/Experience

- Master's Degree in Education
- NYS SBL or SDL Certification
- In process of obtaining

Desired Skills

- Excellent Communication with a variety of school stakeholders
- Active and Practicing Catholic
- Dedication to student achievement
- Experience with instructional technology

How to Apply: By Mail E-Mail Fax as above, no later than **06/30/2024**