



**Date Posted:** 7/8/2024

**Title of OPEN Position:** Assistant Principal

**Type of Employment:** Full-time

**Salary:** Starting at \$35,000 based on experience and certification

**Employer Name:** St. John the Baptist School

**Employer Contact Name and Title:** Mrs. Melissa Lindner, Principal

**Employer Address:** 1085 Englewood Avenue Buffalo, NY 14223

**Employer Website:** [www.stjohnskenmore.com](http://www.stjohnskenmore.com)

**Job Description:** The Assistant Principal is a full-time leadership position, working closely with the leadership team, responsible for various aspects of daily and long-range success of the school. The Assistant Principal reports directly to the principal and serves as a liaison between classroom teachers and parents and the leadership team.

Responsibilities include:

- Daily communication with the Principal, office staff, and leadership team regarding any new, upcoming, or ongoing tasks.
- Overseeing instructional and academic planning throughout the school.
- Working with students and staff related to restorative practices
- Planning and implementing school-wide events and assemblies.
- Technology and network oversight and maintenance, including the acquisition of new technology.
- Leading new teacher mentorship and coordinating professional development opportunities for teachers and staff.
- Student engagement and monitoring, including discipline.
- Serving as school leadership in the absence of the Principal.
- Other duties as assigned by the principal.

**Qualifications/Experience Required:**

- Qualifications: Commitment to the success of the mission of St. John the Baptist School
- Education/certification: Masters Degree in Education
- Experience: Classroom experience, particularly in a Catholic school preferred

**EOE**

**How to Apply:**

**By Mail:** Melissa Lindner 1085 Englewood Avenue Buffalo, NY 14223

**Email:** mlindner@stjohnskenmore.com

**Fax:** (716) 977-9139