



Date Posted: 2/15/23

Send resume to: Name: Rev. Mark Itua
Address: 2950 Southwestern Blvd.
Orchard Park, NY 14057
Email: hr@svjop.org

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

Job Title of Open Position: Catholic School Elementary Principal

Salary: Commensurate with experience Salary will be: hourly other

Employer: St. John Vianney Department School

Location Address: 2950 Southwestern Blvd., Orchard Park, NY 14127

Employer website: www.svjop.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.

Essential Duties & Responsibilities

- 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.

Qualifications: Required Education/Experience

- Minimum: Bachelor's/Master's in Elementary Education. 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 and New York State School Building Administrator or School Administrator Supervisor Certification, 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

- Participating member of a Roman Catholic faith community.
- Possess good time management skills.
- Ability and desire to work as part of an interdisciplinary team.
- High level of written, oral communication and interpersonal skills.
- Knowledge of education issues, policies, programs, and regulations including curricula, assessments, advancement, and government programs
- High level of behavior management skills
- Ability to be organized and to delegate tasks when appropriate.
- Proficient computer skills including Excel and WORD.
- Ability and desire to work as part of an interdisciplinary team.
- High level of knowledge of educational principles
- Demonstrated knowledge of current literature and trends relating to the profession.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than 7/31/21