



Date Posted:

10/23/2023

Send resume to:

Name: Christopher Gardon

Address: 399 Woodward Ave,  
Buffalo, NY 14214

Email:

[cgardon@saintmarkschool.com](mailto:cgardon@saintmarkschool.com)

Type of Employment:

Summer:

Full-Time: M-F

Job Title of Open Position:

Full time Assistant Principal

Salary:

Salary range: \$45,000-\$50,000

Employer :

St. Mark School

Location Address:

399 Woodward Avenue, Buffalo, NY 14214

Employer website:

[www.saintmarkschool.com](http://www.saintmarkschool.com)

### **Brief Job Description**

The Assistant Principal at St. Mark School assists in all operational functions, including monitoring educational programs, office administration, school programs and events, student discipline and matters involving school personnel.

This role supports the mission and values of St. Mark School, focusing on student achievement, character, culture, and high-quality work

**Essential Duties & Responsibilities**

- Assist in development and management of daily operations, safety, and administrative processes
- Maintain high expectations of student achievement and behavior by being a good role model
- Build and maintain relationships with students, staff, parents, and community stakeholders
- Lead and participate in staff meetings and training
- Collaborate with principal on human resource matters
- Lead projects as assigned by principal
- Ensure student safety and manage emergency issues
- Investigate complaints and implement restorative practices
- Design and evaluate behavior support program
- Support student activities and extracurricular programs
- Assist with the training and use of the Student Information System (EschoolData)
- Utilizes the parameters of all negotiated contracts
- Evaluates performance and effectiveness of programs and staff
- Ensure quality instruction is taking place in all classrooms.
- Other duties as assigned by the Principal.

**Qualifications: Required Education/Experience**

- Undergraduate degree in education
- Master’s degree, or working towards a degree, in administration/supervision
- NYS Certification
- 3 years of certified teaching and/or supervisory experience

**Desired Skills**

- Strong Christian/Catholic faith and values.
- Excellent written and verbal skills.
- Classroom and behavior management skills.
- Strong knowledge of technology use in the classroom.

E.O.E.

How to Apply:	By Mail <input checked="" type="checkbox"/> E-Mail <input checked="" type="checkbox"/> Fax <input type="checkbox"/> as above, no later than <b>11/24/2023</b>
---------------	---