



Date Posted: 3/27/2023

Send resume to: Name: Mr. Christopher Pitek
Address: 24 Hastings Avenue
Buffalo NY 14215
Email: resumes@nativitymiguelbuffalo.org

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

Job Title of Open Position: Middle School Principal

Salary: 60K - 75K (Pending experience and qualifications) Salary will be: hourly other

Employer: Nativity Miguel Middle School of Buffalo Department Education

Location Address: 24 Hastings Avenue
Buffalo, NY 14215

Employer website: www.nativitymiguelbuffalo.org

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **XX/XX/XXXX**



Middle School Principal

Mission Statement

The NativityMiguel Middle School is a faith-based middle school transforming the lives of underserved students in a secure and nurturing environment on single gender campuses, the St. Monica Campus for girls and the St. Augustine Campus for boys. In partnership with our students' families, we deliver a uniquely effective education that includes an extended school day and school year, dedicated and caring teachers, personal mentoring and continuing support through high school graduation.

NativityMiguel is co-endorsed by the USA East Province of the Society of Jesus, the District of Eastern North America of the Brothers of the Christian Schools, the Sisters of Mercy of the Americas, and the Daughters of the Heart of Mary.

NativityMiguel is a founding member of the NativityMiguel Coalition and an independent Catholic School in the Diocese of Buffalo, New York. The school is a member of the Jesuit Schools Network, the LaSallian Association, and the Mercy Education System.

The Opportunity

The NativityMiguel Middle School of Buffalo (NativityMiguel) seeks a committed educational administrator to join its Leadership Team in the newly revised role of Principal. The successful candidate is ready, willing and able to embrace the unique mission of NativityMiguel, its students, their families and its approach to education.

As Chief Academic Officer and instructional leader responsible for student growth, the Principal will engage and support a diverse faculty and staff intensely committed to the school's mission and will effectively manage the school's academic, religious and extracurricular life. This individual will hold students, others and oneself accountable to academic and behavioral standards that will strengthen the impact of a NativityMiguel education on its graduates' success in high school and beyond.

The ideal candidate will provide clear and inspirational leadership to the faculty and staff and exhibit an unwavering belief in the capacity of NativityMiguel's students to learn and grow. This individual will be a leader in the community, promoting and bringing awareness to NativityMiguel's vision, mission, and standards of excellence. Along with the Leadership Team and Board of Trustees, the Principal will contribute to the development of strategic initiatives and the future direction of the school in the Buffalo community.

Position & Organization Overview



The Middle School Principal must be a community focused educational leader, with a high level of integrity, interpersonal skills and a genuine passion and commitment to make a difference. This individual must also have a track record of classroom and administrative experience in the field of education, including a solid understanding of the development and curricular needs of urban middle school students who aspire to success in high school.

Key competencies and criteria include:

- Classroom experience
- Administrative experience
- Special education or academic intervention experience
- Urban education experience including multicultural competency and cultural responsiveness
- Skilled in use of multiple sources of data to promote high quality instructional practices
- Strategic and forward-thinking leadership
- Relationship builder
- Life-long learner
- Mission-orientation
- Faith-based approach

Overview:

- Total Enrollment (Sept. 2022): 56
- St. Augustine Campus: 39
- St. Monica Campus: 17
- Enrollment Goal: 15 boys and 15 girls in each of Grades 5-8 by September 2025, a total of 120 students.
- Total Faculty/Staff: 21

About NativityMiguel Middle School

Strategic & Innovative Educational Leader

The ideal candidate will display a genuine love, understanding, and appreciation for the NativityMiguel student population and their families; will demonstrate leadership, vision, adaptability, creativity, empathy, humor, energy, and an ability to understand multiple perspectives and understand the place that diversity, equity, inclusion and justice plays in allowing students to be their authentic selves. The next NativityMiguel Middle School Principal will utilize these qualities to make key decisions and continue to create a dynamic community that will maximize students' potential. Specifically, the Principal will:

- Reports to the Head of School (HOS).
- Demonstrate strong educational leadership with respect to the school's curriculum and its implementation by the school's faculty, maintaining an emphasis on the fundamental skills identified as required for academic success in high school.
- Maintain school climate and behavior expectations, routines, and consequences reflective of our vision, mission and core Jesuit faith based values.
- Recruit, orient, encourage, supervise, evaluate and terminate teachers and academic staff in conjunction with the HOS.
- Collect and analyze data for use to inform instruction, to identify academic strengths and weaknesses and support student goals.
- Plan and execute professional development opportunities for faculty and staff by using Title II and Title IV funding administered by the Buffalo Public Schools.
- In collaboration with faculty and staff, manage academic intervention, support, and social emotional learning services including Title I, Title IV, Special Education services, the volunteer tutor program, and the Catholic Charities School-Based Social Work Program; oversee extended day, extracurricular and summer programs.
- Plan and execute the production of report cards, progress reports, parent teacher conferences and related communications with the students' family.
- In conjunction with the Board of Trustees Education Committee, lead the strategic plan initiatives related to academic and student driven improvements such as, but not limited to, teacher support, recruitment of faculty, student programming and support.
- Maintain positive relationships with, represent the school, and actively participate in programs and other offerings of the Diocese of Buffalo Department of Catholic Schools, the NativityMiguel Coalition and its member schools, the Mercy Education System, the Jesuit Provincial Assistant for Secondary and Pre-Secondary Education (PASE), the Jesuit Schools Network (JSN) and the Lasallian Association.
- Engage in ongoing development as an educator in light of new research, best practices and social and cultural change.

School & Community Leader Additional Responsibilities

- Work in conjunction with the HOS to prepare an annual budget, as well as monitor adopted budgets.
- Act as the educational leader responsible for the school's daily operations including safety programs and emergency planning; prepare and publish class schedules, the school calendar, and faculty and staff assignments.
- In collaboration with the faculty, establish guidelines for student academic and behavioral policies and make decisions regarding student discipline and student retention.
- Work with the HOS to support the strategic plan initiatives related to student enrollment including the admissions process, guidelines, timelines and enrollment goals.
- Support the efforts of the Graduate Support Program such as participating in the high school selection and transition process.
- Work with the HOS to support the strategic plan initiatives related to student enrollment including the admissions process, guidelines, timelines and enrollment goals.
- Serve as an ex-officio member of committees as determined by the Board of Trustees and/or the President of the School.

Other duties mutually agreed upon.

Minimum Qualifications

- New York State Teaching and School Building Leader Certifications;
- Master's degree in Education or a related field from an accredited educational institution;
- Minimum of three (3) to five (5) years classroom teaching experience combined with prior administrative experience;
- Demonstrated leadership and initiative in the field of education;
- Ability to motivate and work with middle school students from diverse cultural, ethnic and economic backgrounds;
- Ability to analyze and utilize data to increase student achievement and effect school improvement;
- Knowledge of curriculum and instructional programs, scheduling and supervision;
- Interpersonal and instructional leadership skills necessary to promote increased student achievement through a commitment to continuous improvement, educational innovation, and student-centered learning environments;
- Commitment to faith, spirituality, and Christian values and an ability to lead students, families, and staff in Catholic traditions;
- Ability to be flexible, patient and creative when problem solving;
- Skill to work closely with people in an effective manner;
- Ability to communicate effectively orally and in writing;
- Ability to plan, organize, and prioritize;
- Able to pass a background check;
- VIRTUS Training as required by the Diocese of Buffalo (this can be completed post hire)



To Apply:

NativityMiguel Middle School of Buffalo is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, mental or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

The NativityMiguel Middle School of Buffalo is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applicants from diverse backgrounds and life experiences. Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

Submit by email:

resumes@nativitymiguelbuffalo.org

- Cover Letter
- Resume
- Reference List

Compensation:

- Compensation is commensurate with experience and includes benefits