



250 St. Gregory Court, Williamsville NY 14221  
716.688.5323  
[www.stgregsschool.org](http://www.stgregsschool.org)

---

**St. Gregory the Great School Overview:** Nestled in the vibrant community of Williamsville, New York, St. Gregory's serves approximately 400 students from Pre-K3 through 8th grade. Our School community is committed to offering a top-notch academic curriculum. Our mission encompasses nurturing faith through a deep understanding of the church, fostering a culture of inclusivity, compassion, and forgiveness, and inspiring the exploration and sharing of our unique talents. We invite students to embark on a journey of discipleship by providing a quality education that aligns with the teachings and values of Jesus Christ. Creating Disciples of Christ every day. For more information visit [www.stgregsschool.org](http://www.stgregsschool.org).

St. Greg's is in search of a dedicated educational and spiritual leader to take over the role of principal. The ideal candidate will be deeply committed to delivering top-tier Catholic education and adept at collaborating with distinct groups to ensure academic achievement.

The next principal will play a pivotal role in shaping the school's future and ensuring its continued growth and success.

**Principal Job Overview:** This role will focus on enrollment growth, academic excellence, preservation of Catholic identity, and financial stability. This role will also work closely with the Parish and School Board leadership to develop the school's next strategic plan.

This role encompasses 5 main areas:

Parish and School Leadership:

- Communicates and upholds the Diocesan Schools' mission and philosophy.
- Collaborates with the Pastor and Limited Board of Jurisdiction.
- Attends relevant meetings and completes necessary reports.
- Facilitates strategic planning and ensures a strong Catholic identity.

Instructional and Educational Leadership:

- Supports teachers' professional development and spiritual growth.
- Oversees curriculum implementation and student progress monitoring.
- Promotes a safe and inclusive learning environment.
- Provides training and consultation to improve instructional capacity.

Managerial and Operational Leadership:

- Addresses inquiries and resolves conflicts.
- Supervises government funding and programs.
- Manages schedules, handbooks, and student incidents.
- Represents the school within the community and Diocese.
- Ensures compliance with policies and procedures.



250 St. Gregory Court, Williamsville NY 14221  
716.688.5323  
[www.stgregschool.org](http://www.stgregschool.org)

---

Staffing and Personnel:

- Manages hiring and job descriptions.
- Oversees staff certification and training.
- Addresses performance concerns and conducts reviews.
- Monitors compliance with policies and procedures.
- Facilitates professional development and community engagement.

Finance:

- Collaborates on the school budget and approves orders.

Parent Engagement:

- Engages families, parish, board, and the community to support the school's mission effectively.

Overall, this role involves leading the school with a focus on educational excellence, Catholic identity, operational efficiency, personnel management, financial stewardship, and community engagement.

**Job Requirements:** Prospective candidates are required to be a practicing Catholic and possess a master's degree in educational leadership or its equivalent, a New York State School District Administrator or School Administrator Supervisor Certification (in progress is acceptable); Prior teaching or administration experience in Catholic education is preferred.

**Salary:** From \$55,000-\$75,000 annually; 12-month, full-time exempt salaried position

**Application Process:** Applications will be accepted beginning March 28, 2024, and will continue until April 19, 2024.

Please send the following materials to [employment@stgregs.org](mailto:employment@stgregs.org) attention Director, HR.

- Letter of interest specifically addressing this position and school.
- Resumé.
- Statement of educational philosophy.
- List of three references (two professional and one personal) with email and phone contact information as well as a statement regarding the relationship to the applicant.
- Additional letters of reference are accepted but not required.