



ST. AMELIA SCHOOL
A National School of Excellence
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Overview

St. Amelia School in the Town of Tonawanda is accepting applications for the position of School Principal. A member of the Roman Catholic Community of the Tonawandas, we enroll 400 students from Pre-K 3 through 8th grade.

The mission of St. Amelia School is to provide a quality Catholic education that instills in students the spirit of Jesus Christ in a positive, caring environment, which allows students to achieve excellence and become responsible citizens in our community. It is our goal to offer an excellent education where diversity of learning styles is honored and where individual differences are respected. Educating the complete child is paramount for success.

St. Amelia School is a “learning community” where values are developed, friendships grow, and knowledge is attained. The school is firmly established in the community, dedicated to excellence in education since 1955. The mental, attained physical and spiritual capabilities of the individual are enhanced by the curriculum. St. Amelia School is chartered by the New York State Board of Regents and complies with all its requirements. More information on our programs can be found at stameliaschool.org.

Role of the Principal

The principal administers (designs, develops, directs, and evaluates) the school's religious and academic programs and provides leadership in faith development, spiritual growth, and academic excellence. This shall be performed in accordance with the parish policies and regulations and those of the Diocese of Buffalo department of Catholic Education. He or she is responsible for supervising all instructional and non-instructional staff assigned to the school as well as all volunteer personnel. This position reports to the Pastor of the Roman Catholic Community of the Tonawandas/Family #18.

Upon appointment, this position will be responsible for hiring an Assistant Principal to assist in leading the school.

Starting salary for this position is \$65,000-70,000.

Qualifications

The candidate should possess an unyielding belief in the potential of all children to achieve academically, spiritually, and socially. The person should be someone who inspires and coaches teachers and staff members to reach out and teach every child, and to collaborate with parents, families, and communities to make the school excel.

The candidate should be a practicing Catholic who expresses his/her faith in children by building a nurturing and academically challenging atmosphere. A Letter of Good Standing from candidate's Pastor should be included with resume.

The candidate must possess excellent communication skills and be able to work well with different types of personalities. He or she should be familiar with Diocesan regulations, state curriculum and have a firm discipline policy in place.

The candidate should have the following educational experience:

- Master's degree in education
- NYS Certification in Administration
- Experience in Catholic Elementary school preferred (minimum of 5 years)
- Experience as Administrator preferred (minimum of 5 years)

Areas of Responsibility

SPIRITUAL LEADERSHIP

- Responsible for fostering faith development.
- Responsible for building a Christian Community.
- Responsible for moral and ethical development.
- Responsible for fostering the development of the student's knowledge of the Catholic history and philosophy.
- Fosters the development of the teachers' and students' knowledge of Catholic traditions and teachings.

ADMINISTRATION

- Directs the activities of the school instructional and non-instructional staff in the performance of their duties.
- Supervises the instructional staff in the development and implementation of curriculum and student activities.
- Implements Parish policies and regulations related to the school.
- Develops, maintains, and submits official records and reports.
- Assumes responsibility of the attendance, conduct, health, and safety of students.
- Conducts meetings of the staff as necessary for the proper and effective functioning of the school.
- Supervises the daily operations of the instructional staff, custodial staff, clerical staff, cafeteria staff and volunteers working in the school.
- Coordinates the use of the school building with the Family Office.
- Ensures compliance with the New York State standards and core curriculum and diocesan and interdiocesan curriculum and Department of Catholic Education regulations and guidelines.
- Facilitates conflict resolution with staff, students and/or parents.
- Form a working partnership with St. Christopher School which is also in the Family of Parishes.

INSTRUCTION

- Supervise the teaching - learning process.

- Reports to the Pastor and appropriate Diocese of Buffalo Department of Education officials regarding the school's needs in respect to personnel, equipment, supplies, textbooks, and curriculum programs.
- Facilitates the development/evaluation of total curriculum which integrates the students' intellectual, religious, social, emotional, and physical growth in light of the Gospel.
- Responsible for the annual evaluation/modification of the faculty/parent/student handbook(s).

STAFF PERSONNEL

- Orients new staff members and assists in their development.
- Makes use of the Assistant Principal by delegating duties and responsibilities as agreed upon.
- Assists in developing and implementing staff in service programs.
- Provides for orientation, growth, development motivation and evaluation of faculty/staff.
- Supervises the recruiting, screening, hiring and assignment of instructional staff keeping the pastor informed.
- Evaluates staff members' job performance.
- Recommends to the pastor the continued employment of staff members with satisfactory job performance and dismissal of ones with unsatisfactory job performance.

PARISH-COMMUNITY RELATIONS

- Exerts leadership in adaptation of the educational program approved for the school to meet the needs of the Parish Community served.
- Participates in a program of public relations to further the Parish Community's understanding and support for the school program.
- Is an active member of the Parish Pastoral Council Education Committee.
- Maintains open communication with staff, students, parents, pastor, school/parish organizations and the community.
- Actively communicates the school's values, needs, efforts and accomplishments to the total community.
- Builds parent communication with faculty and encourages parent teacher-student interaction.
- Recruits and retains students.
- Promotes the school through the use of newspaper, bulletins, etc.
- Participates in Family Executive Meetings with the Pastor and member of the Family Council.

STUDENT/PARENT RELATIONS

- Promotes and maintains an effective learning climate in the school.
- Programs and schedules classes within established guidelines to meet student's educational needs.
- Establish guidelines for proper student conduct and maintain student discipline.
- Encourages active participation of all parents and volunteering of their time and talents.
- Promotes a school/family spirit that reflects honest and open communication.
- Attends special events and activities sponsored by the School, Home School Association and Parish.
- Attends all Home School Association Meetings.
- Promotes students' school spirit and pride.

PERSONAL GROWTH

- Displays experience and enthusiasm for the profession.
- Keeps abreast of educational trends and developments as they relate to programs and operation of the school.
- Keeps current on catechetical and personal formation trends and development through workshops, seminars, conferences, in services, and Diocesan Meetings to continually update themselves.

FINANCES

- Assists in the preparation, management, and implementation of the school's budget.
- Works with the Family Office and Family Faith Formation Coordinator to facilitate the use of shared facilities and resources.
- Is active in school fundraising efforts.
- Is a member of the School Finance Committee.

GENERAL

- Other tasks as assigned by the Pastor.

Applications

Applications are being accepted immediately and until the position is filled. Please send the following materials to search@stameliaschool.org:

- Letter of Interest, including how your experience has shaped your perspective on education and leadership
- Resume
- Three letters of reference with contact information
- A Letter of Good Standing from candidate's Pastor