

Principal

OLV Elementary School

Lackawanna, NY

POSITION SUMMARY

The Principal serves as a member of the administrative team and is responsible for the leadership, coordination, supervision, educational programming, spiritual advancement and management of the school program and day-to-day operations. Also provides guidance and planning to increase awareness in the community to grow student enrollment.

REPORTS TO

Pastor, OLV National Shrine & Basilica

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instructional Leadership

1. Fosters and communicates the Diocesan Schools' mission and philosophy within the school communities, parishes and local communities.
2. Fosters the spiritual atmosphere of the schools and the spiritual development of the administrators
3. Provides strong leadership to teams including support and guidance.
4. Coordinates intake and placement of new students.
5. Performs educational assessment of students including an observation of the student, review of the student's educational history, and in conference with the student's teacher, and an evaluation of the student's academic performance and learning characteristics.
6. Acts as a liaison with the classroom teacher for the purpose of ensuring the implementation of the Core Curriculum and educational mandates.
7. Coordinates, develops, monitors and evaluates the effectiveness of the instructional program.
8. Serves as a resource and/or consultant to instructional staff and parents.
9. Facilitates the involvement of parents as related to instructional programming.
10. Establishes an effective data collection and charting system to monitor students' progress, providing timely progress reports to parents in the preschool and school age programs.
11. Ensures that program mandates of a student's IEP or 504 are implemented.
12. Reviews all lesson plans.
13. Establishes and promotes a safe environment for students and staff.
14. Implements existing and new programs/services through a combination of delegation and personal involvement to ensure conformance to the Diocese Curriculum requirements and New York State Department of Education curriculum, budgetary objectives and requirements.
15. Development, monitoring and evaluation of curriculum which maximizes whole group, small group and individual learning opportunities against a background of multiple modalities and student learning styles.
16. Provides training and consultation to instructional staff, administration and parents to improve instructional capacity and student outcomes.
17. Works collaboratively with partners and stakeholders to assure that school activities are fully integrated.

Operations

1. Responds to inquiries of staff and parents, including but not limited to conflicts in policies and regulations, community concerns, and parental requests recommending a plan of action to resolve the issue.
2. Supports technology initiatives and professional development to expand staff and student engagement in technology efforts.

3. Oversees the testing programs and facilitates the interpretation of results.
4. Supervises all government funding and programs to maximize the benefits of these programs
5. to the schools.
6. Schedules and conducts school tours.
7. Develops and disseminates schedules, handbooks and calendar for faculty and students.
8. Represents the School at various school/parish committee meetings or other functions as assigned, including but not limited to Finance Committee, Parish Council, Discipline Committee, Safety Plan.
9. Work collaboratively with the Parents Guild and Limited Board of Jurisdiction for the betterment of the school.
10. Reviews all student incident / injury reports.
11. Coordinates student activities, school assemblies and faculty meetings.
12. Creates and maintains an educational philosophy and school climate that is a cooperative and positive with staff.
13. Assists staff in managing student behavior when necessary.
14. Represents the school within community and Diocesan forums for the purpose of maintaining ongoing community support for educational goals and/or issues related to the school environment.
15. Establishes and maintains high professional standards at work with regard to personal behavior and interactions with staff, students, parents, and stakeholders.
16. Consistently complies with all policies and procedures.
17. Perform other duties as requested by the Pastor or designee.

Staffing and Personnel

1. Responsible for the selection process of new hires.
2. Directs the participation and certification of both the Department and school personnel in the Diocesan
3. Safe Environment program, including training of students in Safe Environment policies and practices.
4. Assigns substitutes and room coverage on a daily basis.
5. Monitors time off requests to ensure adequate classroom coverage.
6. Disciplines, trains and assigns staff.
7. Responsible for addressing staff performance concerns and staff appraisal.
8. Monitors compliance with on-site policies and procedures pertaining to, but not limited to:
9. incident reporting, quality assurance regulations, fire safety and employee conduct.
10. Responsible for staff development and training, including orientation, in-service training and use of community resources.
11. Participates in professional development and community to remain current on changing trends and program requirements.
12. Provides consultation, supervision, and instruction to staff through individual and group conferences in order to assist staff in development of instructional skills and behavior managements.
13. Participates in planning and program development.
14. Participates in the development of School policies and procedures.

SKILLS AND ABILITIES

1. Participating member of a Roman Catholic faith community
2. Knowledge of education issues, policies, programs, and regulations including curricula, assessments, advancement and government programs
3. Possesses good time management skills.
4. Ability and desire to work as part of an interdisciplinary team.
5. Ability to role model positive and professional behaviors
6. Strong supervisory and leadership skills
7. Excellent written and verbal communication skills.
8. High level of interpersonal skills.
9. High level of behavior management skills
10. Ability to manage a budget and follow budgeting practices
11. Ability to be organized and to delegate tasks when appropriate.
12. Proficient computer skills Microsoft Office (Outlook, Word, Excel and PowerPoint).

13. Ability and desire to work as part of an interdisciplinary team.
14. High level of knowledge of educational principles and best practices with ability to implement, monitor and adjust to gain positive results
15. Demonstrated knowledge of current literature and trends relating to the profession.

EDUCATION, TRAINING AND EXPERIENCE

1. New York State School District Administrator or School Administrator Supervisor Certification required
2. Bachelor's/Master's in Early Childhood and Administration required.
3. Three to five years prior teaching experience in Catholic Elementary Education
4. Prior administration experience in Catholic Education preferred.
5. Master's Degree in School Administration and Education preferred
6. Five years of Administration experience
7. Five years of teaching experience, experience with special education.
8. Experience using Microsoft Office (Outlook, Word, Excel and PowerPoint) required

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities/Elementary School
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218

