

## Job Posting Form 2016-2017

**Date Posted:** 2/15/17

**Send resume to:** Rev. Robert Gebhard  
St. John Vianney School  
2950 Southwestern Blvd  
Orchard Park, NY 14127

**Email:** [rgebhard@sjvop.org](mailto:rgebhard@sjvop.org)

**Type of Employment:** Full Time

**Title of Open Position:** Principal of St. John Vianney School

**Salary:** Commensurate upon experience/education

**Employer Location Address:** St. John Vianney School  
2950 Southwestern Blvd  
Orchard Park, NY 14127

**Employer website:** [www.saintjohnvianney.com](http://www.saintjohnvianney.com)

### **Brief Job Description:**

The Principal serves as a member of the administrative team and is responsible for leadership, coordination, supervision, spiritual advancement and management of the school program and day to day operations.

### **Qualifications: Required Education/Experience**

- Minimum: New York State School District Administrator or School Administrator Supervisor Certification; and Bachelor's/Master's in Early Childhood and Administration required. Three to five years prior teaching experience in Catholic Elementary education; prior administration experience in Catholic Education preferred.
- Preferred: Master's Degree in School Administration and Education, five years of Administration experience; five years of teaching experience, experience with special education.
- Valid NYS Driver's License, reliable automobile, registered in New York State with proof of auto insurance.

### **Desired Skills:**

- Participating member of a Roman Catholic faith community, in good standing with the Catholic Church and perceives leadership in a Catholic school as a ministry to both Catholic education and the church.
- Knowledge of education issues, policies, programs, and regulations including curricula, assessments, advancement and government programs.
- Possess good time management skills.
- Ability and desire to work as part of an interdisciplinary team and willing to take direction concerning the culture of the school.
- High level of written and oral communication skills.
- High level of interpersonal skills.
- High level of behavior management skills.
- Ability to be organized and to delegate tasks when appropriate.

### **How to Apply:**

By Mail: Rev. Robert Gebhard  
St. John Vianney Parish  
2950 Southwestern Blvd.  
Orchard Park, NY 14127

E-Mail: [rgebhard@sjvop.org](mailto:rgebhard@sjvop.org)

Please send: Resume **no later than** May 1, 2017