

NAZARETH ELEMENTARY SCHOOL – PRINCIPAL



BACKGROUND:

Nazareth Elementary School is a small private Catholic school owned and operated by the Sisters of Saint Joseph of Rochester. It was founded in 1884. Nazareth embraces religious, cultural, ethnic, and socio-economic diversity, serving children in Preschool to Grade 6. Nazareth is located in an urban neighborhood in the northwest part of the city of Rochester.

PRIMARY ROLE:

The principal strives to fulfill the mission of Nazareth Elementary School whose foundation is grounded in the history of the Sisters of Saint Joseph of Rochester. The principal is responsible for the overall administration of Nazareth Elementary, including all aspects of spiritual, educational, and managerial leadership. The principal supports faculty, staff, and families as they work together to ensure the growth of all students in knowledge, faith, and values. The principal also guides the staff in providing a school environment that meets the social, emotional, developmental, educational, and spiritual needs of every child.

This principal is accountable to the Leadership Team of the Sisters of Saint Joseph. The position includes responsibilities listed below and any other duties as needed.

MAJOR DUTIES AND RESPONSIBILITIES:

A) *Spiritual Leadership*

- Collaborates with the Leadership Team of the Sisters of Saint Joseph in implementing the mission and ministry of the school.
- Helps to create a culture steeped in tradition and Gospel values with a focus on an integrated approach: to teach the message of Jesus, build community, be of service, and worship together.
- Works to ensure that faith and values are integrated not just within the curriculum, but within all aspects of the school day.

B) *Educational Leadership*

- Supports the faculty in day-to-day instruction, assessment, and curriculum development.
- Ensures that NYS Learning Standards are followed in lesson plans at all levels.
- Supports various forms of assessments, including formative and summative assessments. Oversees the required NYS testing in grades 3-6 ELA and math, and grade 5 science.
- Continues one's own professional growth to maintain the level of educational knowledge and skills required of an administrator today. Accomplishes this through professional reading, in-service opportunities, and memberships in professional organizations.
- Supports the professional development of every faculty and staff member.
- Works with the Academic Intervention Services coordinator, and local school districts, in use of Title funding, student referrals and evaluations, and special education services for students.
- Works collaboratively with the school social worker to support students who are struggling emotionally and socially and to offer guidance to their families.

C) Managerial Leadership

- Assumes responsibility for hiring faculty and school staff.
- Oversees and works collaboratively with the administrative assistant, business manager, marketing/development coordinator, food services director, and maintenance staff.
- Works closely with the business manager on annual budget development, family financial needs, tuition aid awards. Oversees school spending in collaboration with the business manager.
- Works with the business manager and development coordinator on grant writing, annual reports to major donors, acknowledgements of all donations.
- Supports the school nurse in following all required state, county, and diocesan health and safety regulations.
- Attends monthly meetings of the School Advisory Committee to support their efforts in planning fundraising and social events for school families.
- Works cooperatively with the School Advisory Board in the implementation of school policies; supports the work of Board subcommittees such as finance, facility, fund development, and marketing.
- Ensures the preparation and submission of all necessary reports to the NYSED, the NCEA, RCSD, and the Diocese of Rochester.
- Connects with Sacred Heart parish, Nazareth's landlord, as needed/required by the lease.

IMPORTANT QUALITIES / SPECIAL REQUIREMENTS:

- A love for children and a desire to work with a diverse student population in a small, faith-filled learning environment
- Belief in the importance of educating the whole child
- Ability to collaborate with faculty/staff, parents, Leadership Team of the Sisters of Saint Joseph, districts, donors
- Excellent communication skills, including writing skills; strong listening skills
- Flexibility, organizational skills; ability to maintain confidentiality
- Leadership and problem-solving skills
- Willingness to uphold the values and mission of Nazareth Elementary

MINIMUM QUALIFICATIONS:

- Masters in Education
- Educational administrative degree/certification, or actively pursuing degree or certification
- Proficiency in Microsoft and Google programs

POSITION AND SALARY RANGE:

This is a full-time position with a 12-month commitment. A Salary and benefits compensatory with experience and education will be offered. Range: \$80 – 100,000.

Letters of interest and resumes accepted February 26 – March 30, 2024.

Please send to:

Sister Marilyn Pray, SSJ, D. Min.

email: mpray@ssjrochester.org or call 585-746-9178 for further information.

www.nazarethschools.org