

The Aquinas Institute of Rochester is a Catholic, private, college preparatory, co-educational school educating in the Basilian tradition and serving students in grades 7-12. Our mission is to teach all students goodness, discipline, and knowledge, supported through gospel values, within a comprehensive curricular and co-curricular program that will prepare them to be responsible and caring citizens.

The following positions are open:

Director of Junior High School The Aquinas Institute of Rochester, New York

The Director of the Junior High School is an Assistant Principal who is responsible for providing leadership to the organization, administration, supervision, and evaluation of a creative school program at Aquinas Junior High School. The major emphasis of this position is maintaining a school culture that fosters organization, structure, classroom management, leadership, personal support, and a professional learning environment necessary to educating the whole child at the middle level in a Catholic setting. This person is responsible for establishing an optimal learning environment and ensuring that all programs are centered in the Aquinas Mission. The Director of the Junior High works closely with the Principal in the daily management and operation of Aquinas Institute. Qualified candidates will hold a valid NYS teaching certificate, Masters of Education and a valid NYS SAS or SDA; have 3-5 years of increasing responsibility in school leadership role(s), a strong commitment to Catholic education; be a practicing Catholic, fostering and supporting Catholic ideals; strong interpersonal skills with demonstrated ability to foster collaboration and teamwork.

Send resume and cover letter to Patricia Crean, Director of Human Resources, The Aquinas Institute, 1127 Dewey Avenue, Rochester, NY 14613, e-mail pcrean@aquinasinstitute.com.

Director of Student Affairs The Aquinas Institute of Rochester, New York

The Director of Student Affairs is a member of the school Leadership Team who is responsible for the planning and execution of programs and departments that support the Catholic school environment, culture and co-curricular programs at Aquinas. The Director of Student Affairs is responsible for overseeing student service operations, supervises the management of the school database, the scheduling process, and works with the Dean of Students in providing leadership on student formation, behavior, and parent involvement. The Director of Student Affairs works closely with the Principal, Assistant Principal for Academic Affairs, and the Dean of Students in the daily management of the school. Qualified candidates will hold a valid NYS teaching certificate, Masters of Education, and a valid NYS SAS or SDA or be working toward administrative certification; a strong commitment to Catholic education; be a practicing Catholic, fostering and supporting Catholic ideals; strong interpersonal skills with demonstrated ability to foster collaboration and teamwork.

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