



OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
ARCHDIOCESE OF NEW YORK

SCHOOL LEADER: PRINCIPAL

The Archdiocese of New York is one of the largest school systems including Catholic elementary and secondary, archdiocesan, parish and private schools covering the boroughs of the Bronx, Manhattan, Staten Island and reaching north into Westchester, Putnam, Dutchess, Orange, Rockland, Ulster and Sullivan. Talented administrators, pastors, and teachers attentively serve students, their families, and local communities. The Archdiocese of New York is seeking highly motivated, Christ-centered individuals to lead in our elementary and secondary schools.

**JOB SUMMARY:** The Archdiocese of New York seeks committed Catholics who can inspire and engage faculty, staff, parents and students in the pursuit of spiritual development and academic excellence. These dynamic administrators should demonstrate outstanding educational vision, professionalism, leadership skills, organizational ability and interpersonal strengths to serve as Principals for elementary (grades K-8) and secondary (grades 9-12) schools. Candidates must set high expectations and foster a culture of continuous improvement in which every member of the school community works collaboratively to ensure the holistic achievement of every student.

**CANDIDATES MUST DEMONSTRATE PROFICIENCY IN THE FOLLOWING:**

*VISION, MISSION, AND GOALS*

- Embody Christ-centered principles
- Encourage the spiritual growth, academic achievement, and social development of each and every student
- Exercise spiritual leadership to ensure a thriving Catholic school community including faculty and parents
- Embrace the diversity of the community

*TEACHING AND LEARNING*

- Develop, motivate and empower staff and cultivate excellent teaching
- Embrace lifelong learning for self, faculty and students
- Direct focus on student achievement
- Effectively use assessment data to set annual improvement goals
- Desire to grow beyond current achievements, aspire to excellence

*MANAGING ORGANIZATIONAL SYSTEMS AND SAFETY*

- Diligent work ethic and service-minded, with attention to detail
- Organize, schedule and manage priorities effectively
- Sustain, support and, where applicable, grow student enrollment, including recruitment and retention of students
- Understand and participate in school finances, including preparing budgets and making financial projections
- Establish a safe and secure learning environment
- Appropriately delegate and supervise leadership responsibilities

*COLLABORATING WITH FAMILIES, MEMBERS OF THE FAITH COMMUNITY, AND COMMUNITY-AT-LARGE*

- Think strategically and facilitate improvements in faculty and staff professional environment
- Engage internal and external constituents to secure resources for the school and students
- Recruit business and community leaders to provide support to the school
- Build alumni support for the school
- Willingness to promote Catholic education through marketing and other advancement activities
- Network with external community to promote their school

**REQUIREMENTS:**

- Practicing Catholic
- Minimum five years teaching experience OR five years cumulative experience in teaching and/or administrative role
- Earned Master's degree in Education or Masters Equivalent (or in progress) OR NYS SBL (or equivalent)
- Preference given to candidates with Level 1 and Level 2 Catechist certification or in progress (if prior position did not require Catechist certification, then both levels must be completed within three years of principalship)

**QUALIFIED CANDIDATES SHOULD SUBMIT THE FOLLOWING (via email, preferred or US Mail):**

- **Cover letter**, answering the following questions:
  1. What specifically makes you a good fit for serving as a Principal in a Catholic school?
  2. In reviewing the proficiency categories above, please select one bullet per category and describe how you have demonstrated those proficiencies in your professional experience.
  3. Describe your leadership style. Please provide specific examples of your leadership style in practice.
- **Résumé** (include all experiences, dates and education related to the position)

**SALARY:** Commensurate with education and experience

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