



Summary Job Description

Title:	Elementary School Principal
School:	St. Mary's-St. Alphonsus Regional Catholic School [aka St. Mary's Academy], Glens Falls
Reports to:	Pastor and Superintendent of Schools

Job Summary

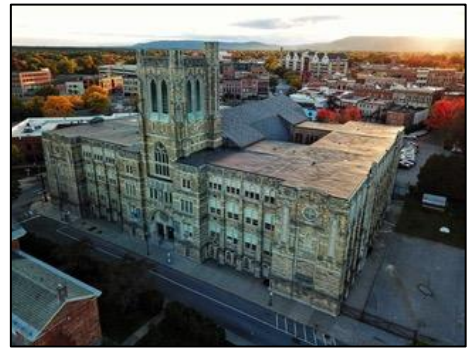
The school principal is the instructional, organizational, and spiritual leader of a historic private Catholic school of 200 students from pre-K to 8th grade in a landmark collegiate Gothic campus.

Academic Excellence

- Creates annual strategies and meets goals to ensure the overall quality of the academic program.
- Supervises, observes, coaches, and evaluates faculty and staff.
- Maintains a continuous plan of assessment/evaluation of the total student experience.

Catholic Identity

- Promotes a culture of dignity and respect for each member of the school community.
- Provides opportunities for students, families, and staff to reflect, pray, and encounter God.
- Facilitates experiences of wonder and opportunities for social, emotional, and spiritual growth.



School Vibrancy

- Engages the community in creating a safe, enlivening, and joyful environment in which to grow up.
- Cherishes and promotes the richness of the school's almost 150-year-old heritage.
- Safeguards a rigorous learning environment for students to achieve long-term success.

Requirements and Preferences

- Practicing Catholic
- Master's degree in Administration or Equivalent
- State certification/license in administration
- Compliant with Safe Environment Requirements
- Minimum 5 years of professional experience in a Catholic school

Additional Information

Location	10-12 Church Street, Glens Falls, NY 12801
Hours of work	40 hours (minimum standard; at times may exceed this)
Exempt/Non-Exempt Status	Exempt
Salary Range	\$60,000 – \$70,000 (consummate with experience)
Contact	Fr. Scott VanDerveer fatherscott@stmarysglensfalls.org 518-792-0989 x120