



## Job Opening: School Principal

Queen of Heaven School  
839 Mill Road  
West Seneca, NY 14224

Queen of Heaven Parish is seeking a dynamic educational and spiritual leader to serve as the next Principal of Queen of Heaven School. Located in the heart of West Seneca, Queen of Heaven School serves more than 300 students from over 12 school districts across Western New York. The successful candidate will demonstrate a deep commitment to the mission of Catholic education, a dedication to academic excellence, and a passion for fostering a faith-filled, nurturing school community. The principal will provide visionary leadership that supports the spiritual, intellectual, and personal growth of all students while strengthening partnerships with faculty, families, the parish, and local communities.

### **Catholic School Principal – Leadership Responsibilities**

#### Spiritual and Mission-Driven Leadership

- Serve as the spiritual and instructional leader of the school.
- Promote high-quality Catholic education rooted in Gospel values.
- Direct and support the integration of Gospel values across all subject areas, policies, and school life.
- Strengthen partnerships with parents, parish leadership, and the broader faith community.
- Recognize and celebrate the unique ethnic, economic, and social cultures within the school community.
- Ensure a safe, caring, and inclusive learning environment for all students.

#### Instructional Leadership and Academic Excellence

- Foster a culture of academic rigor and student achievement.
- Articulate and ensure high expectations for teaching and student learning.
- Guide curriculum planning based on educational research and best practices.
- Establish data-driven short- and long-term goals for school improvement.
- Monitor and assess instructional effectiveness through systematic data collection and analysis.
- Consistently supervise, evaluate, and coach faculty to support high-quality instruction.
- Develop, implement, and revise a comprehensive professional development plan for faculty and staff.
- Embody lifelong learning by remaining current with educational research and best practices.

#### Faculty and Staff Leadership

- Support, develop, and mentor faculty and staff.
- Share leadership and foster leadership capacity among faculty members.
- Supervise the recruitment, screening, hiring, and assignment of faculty and staff.
- Promote professional growth aligned with school mission and academic goals.

#### Enrollment Management and School Advancement

- Lead strategic efforts to sustain and grow enrollment.
- Prioritize student recruitment and retention.
- Strengthen partnerships with families to build trust and engagement.

## **Governance and Community Collaboration**

- Attend and collaborate with the Home School Guild, Finance Committee, diocesan principals, and professional regional meetings.
- Promote transparency and partnership in decision-making.
- Strengthen collaboration between school, parish, and diocesan leadership.
- Work with the Pastor of Blessed Family 7, school spiritual director and parish staff to advance the mission of Queen of Heaven School.

## **Operational and Financial Leadership**

- Assist in developing and managing the school budget responsibly and effectively.
- Steward financial resources to ensure long-term sustainability.
- Implement and enforce diocesan, state, and federal policies.
- Maintain and submit official records and reports according to diocesan and state requirements.
- Ensure compliance with all applicable regulations.

## **Qualification: Required Education/Experience**

### **Required:**

- Master's degree in Education and NYS Certification in Administration or its equivalent.
- Demonstrated skills in administration
- Active Roman Catholic, able to express faith openly and model Christian values, adhering to the teachings of the Church and participating in the sacramental life of the Church.

### **Preferred:**

- Minimum of 5 years of teaching experience in Catholic elementary education.
- Administrative educational experience.
- Experience with special education.

## **Desired Skills**

- Strong time management and organizational skills
- Ability to work collaboratively with an interdisciplinary team
- Excellent written and verbal communication
- Knowledge of education policies, curriculum, assessments, and programs
- Strong student behavior management
- Ability to delegate and lead effectively
- Understanding of educational principles, trends, and best practices
- Ability to communicate effectively with students, parents, faculty, and community members

**Salary:** \$60,000-\$70,000 Depending on experience

## **Application**

The position begins in June 2026 for the 2026-2027 school year. Applications will be accepted beginning March 13, 2026 through April 17, 2026. Prospective candidates should send the following materials in PDF documents to Reverend Gregory Faulhaber at: [fgreg@qofhchurch.org](mailto:fgreg@qofhchurch.org)

- Letter of interest specifically addressing this position and school
- Resume
- Statement of educational philosophy
- List of three references (two professional and one personal) with email and phone contact information.
- Additional letters of reference are accepted but not required.

Employment is contingent upon acceptable results of state and federal background check, completion of Virtus training, reference check and completion of all necessary paperwork.