

**POSITION OF PRINCIPAL FOR
NOTRE DAME HIGH SCHOOL, ELMIRA, NEW YORK**

Notre Dame High School, a private, Catholic college preparatory school, sponsored by the Sisters of Mercy seeks a dynamic individual to serve as its principal beginning July 1, 2012. The school, founded in 1955 has a reputation for academic excellence where 100% of graduating seniors are accepted at college. The successful applicant must be a practicing Catholic with a strong understanding of Catholic education

Desired Qualifications:

- ❖ Hold a Masters degree in Administration or related field
- ❖ Have a minimum of five years of teaching experience and three years of administrative experience at the secondary level with a strong background in curriculum, instruction and assessment.
- ❖ Demonstrate a knowledge of and commitment to the Mercy mission in education and the development of young men and women
- ❖ Be an effective collaborative leader with excellent communication skills, and experience in developing and motivating staff to accomplish the organization's mission.

Salary and benefits are competitive and commensurate with experience and qualifications. Review of applications will begin on February 1, 2012 and will continue until the position is filled.

Qualified applicants are asked to submit a cover letter, resume and three letters of recommendation.

Please mail to:

Search Committee
President's Office
Notre Dame High School
1400 Maple Avenue
Elmira, New York 14904

Or email to: srwalter@notredamehighschool.com

For a complete description and additional information about Notre Dame High School please visit the school's website at www.notredamehighschool.com