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

Notre Dame High School, including grades 7 – 12, a private, Catholic college preparatory school, sponsored by the Sisters of Mercy and affiliated with the Mercy Educational System of the Americas, seeks a dynamic individual to serve as its Head of School beginning January 1, 2021. 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 Master’s degree and Certification in Educational Administration or related field
* Have a minimum of five years of secondary 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
* Works in concert with the Board of Trustees to develop policies and goals based upon common and shared understanding of the mission of the school.
* Be an effective collaborative leader with excellent communication skills, and experience in developing and motivating staff to accomplish the organization’s mission.
* Provides and assures that the academic program is rigorous, articulated and integrates best practices of instruction.
* Understands the importance of financial stability by providing a balanced budget in collaboration with the Director of Finance and the Board of Trustees and is willing to assist in development efforts.
* Recruits and maintains competent professional faculty and staff and provides opportunities which encourage their professional growth.

Salary and benefits are competitive and commensurate with experience and qualifications. Review of applications will begin in September 2020 and interviews will commence in October 2020.

If interested in applying please request an application from the following

Head of School Search Committee

Notre Dame High School

1400 Maple Avenue

Elmira, New York 14904

Or email to: tsantulli@stny.rr.com

For additional information about Notre Dame High School please visit the school’s website at [www.notredamehighschool.com](http://www.notredamehighschool.com)