



Department of Education
Diocese of Rockville Centre
128 Cherry Lane, Hicksville NY 11801
(516) 280-2479

Notre Dame School, New Hyde Park is seeking principal candidates for the 2025-2026 school year. Notre Dame School ministers to children in the early childhood program through eighth grade. The school is part of the growing, dynamic, and multicultural Church in western Nassau County, Long Island.

The mission of the principal is to work in conjunction and collaboration with the pastor and pastoral team (Teachers) in the educational, moral, cultural, and spiritual development of the children entrusted to us.

This candidate should have solid interpersonal skills, proven leadership and motivational aptitude, experience in and/or knowledge of cultural diversity, commitment to Catholic education and to making future saints. The candidate will be involved in leading all areas of school life. This includes but is not limited to fostering a Catholic environment; development, supervising, and evaluating staff; providing resources for staff growth; communicating effectively with parents; maintaining a safe environment for all students and staff; and working with the parish staff in fulfilling the parish mission.

Providing Catholic education is part of the great mission of the Church on Long Island. We desire a candidate who is excited about the Catholic mission being lived out and growing in the Church, school, and families.

QUALIFICATIONS:

1. A practicing Roman Catholic with a commitment to the development of a Christian spirit and a community of faith within a school.
2. Master's Degree or higher.
3. New York State Certification, Pending or In-Process as a School District Leader or School Building Leader.
4. Basic Theology Certification or equivalent.
5. The ability to articulate a philosophy of Catholic education as contained in papal teaching, the documents of Vatican II, and more recent official Church documents.
6. The successful candidate must faithfully always represent the teachings of the Church in their



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7. Preferred minimum of ten years of teaching experience in a Catholic school, with good professional evaluations. Such experience should be sufficiently broad to provide an understanding of the N-8 structure and the potential to function as educational leader in an elementary school.
8. A recommended minimum of 2 years' leadership experience.
9. The successful candidate will work closely with parents to build a strong faith community based on mutual respect and a focus on dramatic missionary growth.
10. Leadership ability evidenced by performance in the past or present educational assignments. Leadership, for a principal, means that the candidate demonstrates communication and public relations skills and has the capacity, enthusiasm, intelligence, and patience to inspire teachers and children. The candidate must also be able to bring this same inspiration to the clergy, parents, and community which the school serves.

Salary range: \$95,000 to \$115,000 based on years of experience, education and certification.

Qualified candidates should send a Letter of Interest and Resume:

Mrs. Pamela Sanders
Superintendent of Schools
Department of Education
128 Cherry Lane
Hicksville, NY 11801

Or

Email to: jobs@drvcschools.org