



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

Notre Dame School, New Hyde Park is seeking faith-filled, mission-driven principal candidates for the 2026-2027 school year. Notre Dame School serves children from early childhood through eighth grade, forming them as disciples of Jesus Christ within the growing, dynamic, and multicultural Church on Long Island.

The Catholic school principal is a spiritual and instructional leader who works in close collaboration with the pastor and pastoral team to cultivate a deeply Catholic culture within the school community. This includes overseeing the educational, moral, cultural, and spiritual formation of the students entrusted to our care.

Candidates should be faithful, practicing Catholics who embody a strong commitment to Catholic education and the Church's mission to evangelize and form future saints. Ideal applicants will possess exceptional leadership and interpersonal skills, a vision for Catholic identity, experience with cultural diversity, and the ability to inspire faculty, students, and families in the truth and beauty of the Catholic faith.

Responsibilities include, but are not limited to:

- Fostering a deeply Catholic environment that integrates faith into all aspects of school life
- Leading and supporting faculty and staff in professional and faith formation
- Ensuring academic excellence while upholding the teachings of the Church
- Communicating effectively with parents, staff, and parish leaders
- Maintaining a safe and nurturing environment for students and staff
- Collaborating with the parish community to advance the mission of the Church

The work of Catholic education is a sacred ministry and a great mission of the Church on Long Island. We seek principals who are joyful disciples, eager to lead our schools in forming young hearts and minds for Christ.

QUALIFICATIONS:

1. A Faithful and Practicing Roman Catholic

- Deeply committed to the Catholic Church's teachings, moral life, and sacramental practice in accordance with the *Catechism of the Catholic Church* and the *Code of Canon Law* as interpreted by the Diocesan Bishop.
- Actively participates in the liturgical and sacramental life of the Church.
- Demonstrates a strong personal prayer life and a vocation to Catholic education as a ministry of evangelization.

2. Educational and Professional Credentials

- Master's Degree or higher in Educational Leadership, Administration, Theology, or a related field.
- New York State Certification (School District Leader or School Building Leader), pending or in process.
- Basic Theology Certification (or equivalent) with a willingness to pursue ongoing theological formation.

3. Formation in Catholic Educational Philosophy

- Ability to articulate and implement a philosophy of Catholic education rooted in Sacred Scripture, the Catechism of the Catholic Church, papal teaching, the documents of Vatican II, and contemporary Church documents such as *The Catholic School on the Threshold of the*



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Third Millennium.

- Knowledge of classical and contemporary Catholic pedagogy, including an understanding of Catholic anthropology and the formation of the whole person—intellect, will, and soul.
- Commitment to the Mission of Catholic Education
- Unwavering fidelity in upholding, living, and teaching the full truth of the Catholic faith in word and witness.
- Passion for forming young disciples of Christ and fostering a school culture where students encounter truth, beauty, and goodness.
- Commitment to the New Evangelization, inspiring faculty, students, and families toward dramatic missionary growth.

4. Experience in Catholic Education

- Minimum of ten years of successful Catholic school teaching experience with strong professional evaluations.
- Experience should be broad enough to provide a deep understanding of early childhood through eighth grade education and the unique mission of Catholic schools.
- Minimum of two years of leadership experience preferred, demonstrating vision, initiative, and the ability to guide faculty and staff in faith formation and academic excellence.

5. Pastoral and Community Leadership

- A servant leader who collaborates with pastors, faculty, staff, parents, and the broader parish community to cultivate a strong Catholic identity in the school.
- Ability to communicate with clarity, charity, and conviction the mission of Catholic education to all stakeholders.
- Skilled in building and maintaining a vibrant faith community rooted in mutual respect, the dignity of the human person, and the Church's mission to educate and evangelize.

6. Personal and Professional Leadership

- Demonstrated ability to lead with wisdom, faith, and integrity, inspiring faculty, students, and families in a shared mission of Catholic education.
- Strong organizational, communication, and public relations skills.
- Capacity to form, mentor, and lead faculty in both their professional and spiritual development.
- Enthusiasm, patience, and a missionary zeal to witness to Christ in all aspects of school life.

Salary range: \$111,000 to \$126,000 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