

**Immaculate Heart Central School
Watertown, NY**

Available Position: Head of School

Immaculate Heart Central School seeks applicants for the position of HEAD OF SCHOOL with the title School Principal for grades Pre-K to 12.

Applicants should:

- Possess a Master's Degree in Education and/or Education Administration and Supervision;
- Be a practicing Catholic;
- Have successful experience(s) in a Catholic school;
- Have proven administrative leadership skills in Catholic identity, instructional evaluation, personnel management, finances, promotion and maintenance of an effective learning environment, and school advancement.

Applicants should send a cover letter expressing their suitability for the position, resume, salary requirements, transcripts and two letters of recommendation attesting to the candidate's proven administrative ability and one letter of recommendation attesting to the person's adherence to the Catholic Church, no later than **August 1, 2017**.

Contact Person

Sr. Ellen Rose Coughlin, SSJ
Superintendent of Schools
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