



Job Posting: Assistant Principal (Birth-Grades 12+)

Position Title: Assistant Principal

Reports To: School Principal / Superintendent

Classification: Full-Time, 12-Month Administrative Position(non-union)

Job Summary

The **Assistant Principal** serves as a vital instructional and administrative leader across our K-12 programs. This role requires an equity-minded administrator dedicated to a bilingual framework (American Sign Language and English). The ideal candidate will supervise faculty, oversee Individualized Education Programs (IEPs), manage student services, and foster an inclusive, accessible learning environment that empowers Deaf and Hard-of-Hearing (DHH) students.

Key Responsibilities

- **Instructional Leadership:** Evaluate K-12 academic programs, support Deaf Education research integration, and mentor teachers and paraprofessionals in specialized instructional practices.
- **IEP & Compliance:** Oversee the implementation of special education laws, lead multidisciplinary evaluation teams, and ensure strict compliance with state educational frameworks.
- **Student Services:** Manage student behavior through Positive Behavioral Interventions and Supports (PBIS) models.
- **Operations & Culture:** Assist the Principals with master scheduling, NYS assessments, day-to-day campus operations, and evening/residential program coordination if applicable.
- **Community Relations:** Facilitate clear, accessible communication among staff, parents and families, school districts, and the broader Deaf community.

Minimum Qualifications

- **Master's Degree** in Deaf Education, Educational Leadership, Special Education, or a closely related field
- **State Certification:** Valid Administrative Certification
- **ASL Fluency:** Advanced proficiency in American Sign Language (ASL) and deep knowledge of Deaf culture are required.
- **Experience:** Minimum of 3–5 years of successful classroom teaching or administrative experience within a Deaf Education setting.

Preferred Skills

- Strong working knowledge of NYS Curriculum, best practices in Deaf Education, assistive and audiological technologies, and ASL/English interpreter roles.
- Proven track record of managing multi-disciplinary staff teams (teachers, speech-language pathologists, audiologists, mental health professionals, and paraprofessionals).

NOTE: The School may also require employees in this classification to complete successful training in behavior management programs including but not limited to TCI (Therapeutic Crisis Intervention) which will be provided by St. Mary's School for the Deaf.

APPLICATION PROCEDURE: Applications may be obtained from the Human Resources Office or on the St. Mary's website (<https://www.smsdk12.org/employment>). Please submit application, resume, and all appropriate information to document qualifications:

Mary DeStefano, Director of Human Resources
St. Mary's School for the Deaf
2253 Main Street Buffalo, NY 14214
maryd@smsdk12.org

Salary Range \$75,000 to \$85,000

Deadline to apply: July 8, 2026

Please note: Salary, benefits, and working conditions discussed during the hiring process do not constitute a binding commitment. They become official only upon recommendation and approval by the Superintendent.

AN EQUAL OPPORTUNITY EMPLOYER



2253 Main Street | Buffalo, NY 14214
Phone: 716-834-7200 | Fax: 716-831-8678 | www.smsdk12.org