

HOLY CROSS ACADEMY

Teaching and Administrative Opportunities:

Holy Cross Academy, a nationally recognized, independent, NAPCIS member school for grades 7-12 in beautiful central New York State, is currently accepting resumes.

Ideal candidates are faithful, practicing Catholics who love Christ and His Church, accept the Church's teaching authority and precepts, and who know the material and can mentor students by their good example and with a joyful spirit. These qualifications are primary.

Salaries are modest, spiritual benefits are great, and you will love it here at HCA!

Send cover letter and CV or resume to Board of Trustees President Daniel Miller djmdjmiller@verizon.net or mail to:

Holy Cross Academy
4020 Barrington Road
Oneida, NY 13421

High School Math Teacher

The High School Math teacher will be responsible for teaching Algebra, Geometry, Trig and Pre-Calc/Calculus. Class sizes are small, the students are wonderful, and the curriculum is not Common Core. Junior High School needs are: 7th and 8th grade Math, Algebra, and Business Math. Full or Part-time.

Communication Coordinator

Duties include publicizing and chronicling all events, writing press releases, producing periodic newsletters and brochures, maintaining contact lists, creating and updating online content, and other aspects of projecting HCA's image and promoting the mission. 10-15 hrs/week.

Development Coordinator

Works with Communication Coordinator, Principal, and Board of Trustees to create and execute long-term advancement strategies.

The ideal candidate has the ability to communicate his faith and the mission of Holy Cross Academy with joy and passion; entrepreneurial, self-starter, highly motivated and ambitious, great communicator, quick learner, organized, able to see the big picture and plan ahead, able to multi-task by managing and meeting multiple overlapping goals and deadlines, able to collaborate and to work alone, comfortable meeting new people and expressing a personal passion for the mission.

Specific duties would include helping to create and execute long-term advancement strategies, assisting with the Annual Fund and related events, building and maintaining key relationships and identifying new ones, attending community networking events, soliciting corporate sponsorships and creating partnerships, assisting with Capital Campaigns, helping with fundraising events, and soliciting grants.

Pay includes a base salary plus performance incentives. Full-time or part-time, trainees welcome.

Assistant to the Principal

The Assistant to the Principal works with the Principal to execute the school's primary mission of transmitting the Faith and equipping students academically and spiritually to affect the culture in a positive way and to become the Catholic leaders of the future. Specific duties include assisting with curriculum development, especially classical elements, helping to provide development opportunities and guidance for our faculty, and assisting with numerous administrative responsibilities.

In addition to knowledge of curriculum and the craft of teaching, the ideal candidate for this position will instinctively focus on integrating the Catholic Faith into all the aspects of our mission, has a strong work ethic, understands that the ultimate goal is heaven, is able to foster a warm, family atmosphere, is self-less, creative, entrepreneurial, and has a good sense of humor. Full-time.

Earth Science Teacher

Lecture and Lab teacher - 5 classes per week plus lab. Part-time unless paired with other duties.

Activities/Events Coordinator

Schedule, plan and oversee or assist with various student and school activities and events throughout the year. These include the Fall picnic, Thanksgiving Luncheon, alumni events, March for Life, Catholic Schools Week, Spring dinner dance, commencement, Drama and Music events, retreats, pilgrimages, field trips, fundraising events, and more. Must be able to organize and work with groups when necessary and be able to work alone at times. Can be structured as Part or Full-Time.

Youth Group Coordinator

Help bring Christ and the curriculum to life through student events, retreats, and activities that give students the opportunity to see the real-world application of what is learned in the classroom. Ignite a love for Christ, His Church, and our neighbor and help internalize and execute the school's mission. Part-time.

Receptionist/Secretary

Responsible for answering and placing phone calls, greeting visitors, performing some secretarial duties, helping with daily student and scheduling needs, and providing support to Principal and office staff. 3-5 days/week.

Computers & Technology Teacher and internal IT

Responsibilities would include teaching and support - Microsoft Office, Graphics, and other courses, assisting with internal school networking and communications, audio/visual, classroom technology support and system maintenance and security. Part-time.