



**Date Posted:** April 23, 2019

**Title of Position:** Elementary Assistant Principal

**Type of Employment:** Full-time beginning July 1, 2019

**Salary:** Commensurate upon experience/education

**Employer Name:** Saint Peter RC School, Lewiston

**Employer Contact Name and Title:** Maureen Ingham, Principal

**Employer Address:** 140 No. 6<sup>th</sup> Street  
Lewiston NY 14092

**Employer Website:** [www.stpeterrc.org](http://www.stpeterrc.org)

**Job Description:** This position is a full-time support to the President/Principal, and is responsible for a host of duties to include transportation, E School, testing, professional development, cafeteria, scheduling and other tasks as determined by the administrator.

**Degree Requirements:** Candidate should possess a degree in Educational Supervision/Administration or be working to complete their degree.

**Qualifications/Skills:** Candidate must have strong communication and organizational skills and be willing to assume responsibility in a shared leadership position. The candidate must be a practicing Catholic and a team player.

**Experience Required:** Experience as an elementary administrator or similar position preferred but not required. Teaching experience is required.

**Other Skills/Requirements:** The candidate must be willing to assist in continuing the growth of this vibrant elementary school and the new leadership model it is building.

**EOE**

**How to Apply:**

**By MAIL:** Maureen Ingham  
140 No. 6<sup>th</sup> Street  
Lewiston NY 14092

**E-Mail:** [mingham@stpeterrc.org](mailto:mingham@stpeterrc.org)

**Phone Number:** (716) 754-4470

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable) NO LATER THAN 05/29/2019