

NOTICE OF ADMINISTRATIVE OPENING

St. Peter Roman Catholic School
140 N.6th Street
Lewiston, New York

is presently searching for a full-time PRINCIPAL for the 2023-2024 school year.

St. Peter RC School has been committed to academic excellence for close to 70 years. Nestled in the heart of the Village of Lewiston, we are a parish school that welcomes students and families from across Niagara County, and currently serves students from 6 local area school districts.

Our ongoing commitment is to create a child-centered environment that provides stimulating academic distinction and growth, for all learners. Our emphasis is based on family values, and a respect for self and others. We are committed to balancing the physical, spiritual, intellectual and social growth of our students, and our staff. We provide ongoing opportunities for personal advancement and growth, as we urge our staff to be continuous learners as well.

The school follows an instructional program designed to meet the NYS Department of Education mandates and the Diocese of Buffalo Department of Catholic Education standards. A full range of classes, including English Language Arts, Mathematics, (accelerated in middle school), Science (accelerated in middle school), Social Studies, Religion, Physical Education, Spanish, Art, Music, STREAM/Technology and Library Skills are offered.

A before and after school care program, hot lunch program, and a variety of extra-curricular sports, clubs and academic activities are in place for students in all grades, ages and ability levels.

The St. Peter RC School Principal will work directly with the Pastor, and the SPS School Board to continue the positive growth of the school in all areas, and to support the implementation of our five-year Strategic Plan. Support from our Parish, our families, our community and our School Board, are the essential components of the continuous growth model we have in place. Beginning next Fall, we will begin the process to gain Middle States Accreditation.

The St. Peter RC School family; students, teachers and families, committed School Board, a united, cohesive faculty, and a strong Home School Association, will all work together to support a candidate who embraces innovative ideas that will elevate our school to its fullest potential.

SCHOOL PROFILE:

GRADES /NUMBER STUDENTS

- PreK3-Grade 8/192 students

STAFF

- 19 Teachers
- 5 Classroom Associates
- 1 Office Manager/Secretary
- Technology Staff
- Cafeteria Staff
- Maintenance Staff

REQUIREMENTS:

Skills and Qualifications

- Master's Degree in Education (required)
- NYS Certification in Educational Administration and Supervision (preferred) or (in process)
- Elementary School experience – minimum of three years (preferred)
- Previous experience in Administration – minimum of three years (preferred)

Responsibilities

- Provide strong spiritual leadership for the entire school community
- Establish curriculum guidelines in collaboration with other local administrators and instructors
- Lead professional development opportunities for all staff to improve overall instruction and develop necessary skills for 21st century educators and learners
- Oversee all aspects of the operation of the school: faith formation, academics, facilities, budget, grants, community relations, etc.
- Ensure a safe and orderly environment
- Provide ongoing support to students and staff
- Evaluate instructors and other staff members to ensure that the curriculum is implemented, and overall areas of improvement are identified

Personal

- Active and Participating Roman Catholic
- Exhibits strong and knowledgeable leadership
- Builds healthy and appropriate relationships with all people.
- Is able to balance tough love with earned praise.
- Behaves in a fair and consistent manner
- Responds in an organized and prepared manner at all times
- Serves as an excellent listener.
- Presents ideas and recommendations as a visionary leader
- Exhibits a dedicated commitment to Catholic Education
- Reacts as a strong and sensitive communicator
- Is innovative and able to lead and inspire
- Thought-filled leader whose decisions reflect the best interest of students, teachers, staff, parents, the parish and the community

Please send letter of interest, your resume, and a letter of reference from your Pastor, (if possible), to:

**Rev. Cole Webster
Search Committee
St. Peter RC Church
620 Center Street
Lewiston, NY 14092**

cwebster@stpeterlewiston.org
DEADLINE: March 17, 2023