

# NOTICE OF ADMINISTRATIVE OPENING

## December 1, 2021

**St. Peter's RC School, 140 N. 6<sup>th</sup> Street, Lewiston, New York is presently searching for a full-time PRINCIPAL to begin in 2022.**

### SCHOOL PROFILE

#### GRADES:

PreK3 through 8      182 students

#### STAFF:

19 Full-Time Teachers  
4 Full-Time Classroom Aides  
1 Office Secretary

St. Peter RC School has provided academic excellence in Niagara County for over 60 years. We are committed to being a child-focused environment, stimulating academic distinction and growth with an emphasis on family values with respect for self and others in the forefront. We are committed to balancing the physical, spiritual, intellectual and social growth of our students and consistently encouraging staff and providing ongoing opportunities for personal advancement and growth. The school follows an instructional program designed to meet the NYS Department of Education mandates and Diocese of Buffalo Department of Catholic Education standards. A full range of classes, including Technology, Physical Education, Spanish, Art, Music, Accelerated Math and Accelerated Science are offered. A before and after school care program and a variety of extra-curricular sports and academic activities are in place. The school Principal will work directly with the Pastor to continue to work toward the growth of the school as well as work to implement our five-year strategic plan. St. Peter RC School provides a committed School Advisory Board, united, cohesive faculty, and a strong Home School Association who supports a candidate who embraces innovative ideas that will elevate our school to its fullest potential!

### **REQUIREMENTS:**

#### ***Skills & Qualifications***

- NYS Certification in Administration
- Masters Degree in Education/Educational Administration
- Elementary School experience – minimum of three years (preferred)
- Previous experience in Administration – minimum of three years (preferred)
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#### ***Responsibilities***

- Must be a strong spiritual leader 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 21<sup>st</sup> century educators
- Oversees 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 standardized curriculum is implemented, and identify areas of improvement

#### ***Personal***

- Active Roman Catholic, dedicated commitment to Catholic Education
- Strong and sensitive communicator
- Decisive, visionary able to lead and inspire
- Ability to make long/short term decisions that are in the best interest of students, teachers, staff, parents, and parish community

Send letter of interest, resume, and 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](mailto:cwebster@stpeterlewiston.org)

**DEADLINE: January 17, 2022**