

NOTICE OF ADMINISTRATIVE OPENING

St. Peter's RC School, 140 N. 6th Street, Lewiston, New York is presently searching for a full-time PRINCIPAL for the 2023-2024 school year.

SCHOOL PROFILE

GRADES:

PreK3 through 8 190 students

STAFF:

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

St. Peter RC School has been committed to academic excellence in Niagara County for over 60 years. We are committed to providing a child-focused environment and stimulating academic distinction and growth with an emphasis 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 consistently encouraging staff by providing ongoing opportunities for personal advancement and growth. 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 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 while working together with our School Board to implement our five-year strategic plan. The St. Peter RC School family hosts a committed School Board, a united, cohesive faculty, and a strong Home School Association, all of whom support a candidate who embraces innovative ideas that will elevate our school to its fullest potential.

REQUIREMENTS:

Skills & Qualifications

- NYS Certification in Supervision/Administration
- Master's Degree in Education/Educational Administration
- 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, areas of improvement are identified

Personal

- Active Roman Catholic
- Dedicated commitment to Catholic Education
- Strong and sensitive communicator
- Innovative visionary; able to lead and inspire
- Thought filled leader whose decisions reflect 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

DEADLINE: March 17, 2023