



Date Posted: September 1, 2024

Send resume to: Name: Maureen Ingham  
Address: St. Peter RC School Lewiston, NY 14092  
Email: [mingham@stpeterrc.org](mailto:mingham@stpeterrc.org)

Type of Employment: Summer:  Part-Time  If part-time, # of hours per week Full-Time:

Job Title of Open Position: Elementary School Principal

Salary: \$50,000-\$55,000 starting and/or based on experience Salary will be:  hourly  other

Employer: St. Peter RC School Department Administration

Location Address: 140 No. Sixth Street Lewiston, NY 14092

Employer website: www.stpeterrc.org

### **Brief Job Description**

Candidate will oversee all components and operations of this small Catholic School in the heart of the Village of Lewiston:

These include the spiritual, academic, moral and social, financial and operational aspects as set forth in the SPS Principal Job Description.

The candidate will report to the Pastor and School Board regularly.

### **Essential Duties & Responsibilities**

This full time position for twelve months is responsible for total oversight of the school, internally, and externally, and is required to interface with the parish and the community as is needed.

A full job description with all responsibilities is available for review by all candidates.

### **Qualifications: Required Education/Experience**

The SPS Principal candidate must be a practicing Catholic and in support of all teachings of the Catholic Church. The candidate will serve as a model Catholic to all members of the School and Parish community.

NYS Teacher certification, and a Master's Degree in Education is required. A Masters Degree in Administration and Supervisory Certification is desired, but a candidate working on these credentials will be considered. Prior administrative experience is desired but not required for the right candidate. Extended elementary classroom teaching experience is required for all candidates.

**Desired Skills:**

The candidate must be a team player who can adapt to changes and be creative in their approach to the leadership required in this position. Elementary classroom teaching experience is a must, as the candidate will be required to observe, evaluate and recommend improvements and alterations in teaching strategies and styles, not only amongst the staff of the school, but in reviewing lessons, designing and evaluating curriculum, and having a working knowledge across all content areas. The candidate must be current in educational policies and practices, curriculum changes at the State and Diocesan and local levels. The candidate must possess strong supervisory skills, have excellent communication skills, be willing to look at the individuality of each student and each employee within the school, and work well with the Pastor, the School Board, the parish community, the parents, and the community of Lewiston at large.

The candidate must be a practicing Catholic and show witness to their faith in all that comes forth from St. Peter RC School, as well as be an example of their faith and Catholic behavior in the school and the community.

By Mail  E-Mail  Fax  as above, no later than **12/15/2024 to**  
How to Apply: [mingham@stpeterrc.org](mailto:mingham@stpeterrc.org)