



Date Posted: May 27, 2024

Send resume to: Name: Maureen Ingham
Address: St. Peter RC School Lewiston, NY 14092
Email: 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: \$58,000 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 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.

NYS Teacher certification and 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.

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. They 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.

By Mail E-Mail Fax as above, no later than **08/01/2024 to**
How to Apply: **mingham@stpeterrc.org**