



ST. PETER SCHOOL

Principal Job Opportunity

The Principal of St. Peter School is the spiritual, instructional, and administrative head of the school. The principal is the primary agent for creating an environment that fosters academic excellence, Catholic faith formation, and vitality and viability. The principal is responsible for creating a welcoming atmosphere for all members of the school community and a climate that encourages the engagement of each student in the learning process while fostering a love for learning. A qualified candidate is a practicing Catholic with a Masters degree in education and MA certification as a school principal, with teaching and administrative experience. The principal reports directly to the pastor of St. Peter Parish.

Key Responsibilities:

- Providing leadership among faculty, staff, and parents that creates an inviting, welcoming learning environment in which the diversity among students on all levels is both respected and appreciated
- Developing a rigorous educational program that meets the needs of the student population while maintaining a consistency in academic excellence. Excelling at the integration of technology into all aspects of teaching and learning
- Being responsible for school safety and evacuation plans
- Creating a vigorous marketing and public relations strategy in both social and print media that includes student admissions and retention
- Providing professional development for faculty that advances the academic and spiritual goals of the school
- Preparing the school budget, including the development of a tuition schedule; monitoring the budget once it has been approved; attending the scheduled meetings of the administrative team and the school board
- Allocating and overseeing approximately \$100,000 in annual Financial Aid gifts; Writing school grants
- Upholding and revising the Student and Faculty Handbooks
- Reviewing the school's recent Self-Study document, and responding to the school's and the NEASC's recommendations within the timeline given by the NEASC in the document renewing the School's accreditation through 2028

Applications are due by April 25, 2018 and applicants should submit cover letter, resume, 3 recommendations and a pastor's letter, to Applycatholicschools@rcab.org

Enrollment 2017-18	200
Faculty & Staff	35
Tuition	\$6,100

St. Peter School, a Roman Catholic school located in Cambridge, MA, serves girls and boys in K1 through Grade 8. St Peter School was established in 1901 by the School Sisters of Notre Dame. The school is accredited by the New England Association of Schools and Colleges, and offers a rigorous academic program to a diverse student population.

Our Mission

St. Peter School lives and nurtures our Catholic faith while embracing our multiculturalism. We believe in teaching to the heart, mind and soul of each child.

