



**PINECREST ACADEMY**

A Private PreK Through 12 College Preparatory Catholic School

Cumming, Georgia

# PreK-8th Grade Principal

Search Prospectus

July 2026



**590  
STUDENTS**



**6:1 STUDENT-TO-  
FACULTY RATIO**



**100 FACULTY  
& STAFF**



**50% FACULTY W/  
ADVANCED DEGREES**



**\$11.5M ANNUAL  
OPERATING BUDGET**



**\$2.5M FINANCIAL  
AID AWARDED**



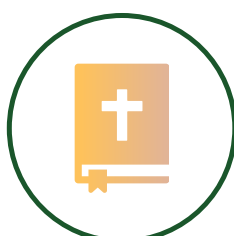
**\$5M  
ENDOWMENT**



**13 SPORTS  
OFFERED**



**1064 ALUMNI  
NETWORK**



**CARDINAL NEWMAN SOCIETY  
SCHOOL OF EXCELLENCE**



**13 PK-8 CLUBS &  
PROGRAMS**



**68+ CAMPUS  
ACRES**



## School Overview

Pinecrest Academy, founded in 1993, is a private, Pre-K3 through 12, college preparatory Catholic school that provides an atmosphere of academic rigor and critical thinking while offering personalized attention in a Christ-centered environment grounded in faith and reason. The school prepares its students to become committed Christian leaders who are eager to transform society.

## Mission

Forming Christian leaders who will transform society means offering each student an education that is meaningful because Christ is at the center, providing the why of all that we do. Education at Pinecrest Academy not only equips our students to recognize the many needs and challenges of an ever-changing world, but it also offers them the opportunity to respond by applying what they have been given and who they have become, to where they are called to work and serve.

## Core Values

Charity, Humility, Excellence, Mission

## Motto

*Semper Altius* – Latin for ‘Always Higher’

This phrase embodies the school’s spirit of continually striving for excellence and challenges staff and students to reach their highest potential in all areas.

## Catholic Identity & Charism

Pinecrest Academy is a Regnum Christi school and this shapes our mission to focus on the personal nature of faith in Christ, encouraging our students, families and faculty to have a living relationship with Jesus. A member of RC Education, Pinecrest Academy is part of an international network of Regnum Christi schools and universities. More than just an independent school, Pinecrest leverages the educational and formative resources of RC institutions across the world.



## **Philosophy of Education: Integral Formation**

Pinecrest Academy embraces a philosophy of education rooted in integral formation, reflecting a deep commitment to educating the whole child. Integral formation describes a four-pillared approach focused on the harmonious development of all dimensions of the human person: intellectual, human, spiritual, and apostolic. The school believes that true education fosters the growth of the mind, body, spirit, and heart, forming students who are well-rounded and equipped to live lives of purpose and service.

### **Intellectual: Mind**

Seeking truth and understanding while developing curiosity and an innate thirst for knowledge.

### **Human Formation: Body**

Elevating the dignity of our students by helping them develop virtue, character and collaboration.

### **Spiritual Formation: Spirit**

Fostering a relationship with Christ through prayer and sacraments.

### **Apostolic Formation: Heart**

Cultivating compassion and servant leadership through service and mission.

Putting this philosophy into practice, through the loving guidance of our teachers, Pinecrest Academy challenges its students to identify, develop, and use their gifts in service to others.

Recognizing the parent as the primary educator of the child, Pinecrest's mission, to form Christian leaders who will transform society, embraces the entire family. The school provides a safe, moral, and spiritual environment which leads to positive peer groups and joyful, caring, confident students.



## Academics

Academics at Pinecrest Academy are rooted in a commitment to excellence within a Christ-centered environment that integrates faith and reason. Across all grade levels, the school provides a rigorous, college preparatory curriculum designed to develop strong foundational skills, critical thinking, and a love of learning. Guided by the philosophy of integral formation, Pinecrest intentionally forms the whole child by cultivating intellectual growth alongside spiritual, human, and apostolic development. Small class sizes, personalized attention, and a cohesive PreK–12 program ensure that each student is known, challenged, and supported at every stage of their academic journey.

### Early Childhood (PreK3-Kindergarten)

The Early Childhood program at Pinecrest Academy provides a nurturing and engaging introduction to school life, blending structured learning with purposeful play. Students build early literacy, numeracy, and social skills through a hands-on, developmentally appropriate curriculum enriched by art, music, movement, and language. Classrooms foster curiosity, independence, and confidence while introducing students to habits of learning and community life. Rooted in a faith-filled environment, young learners begin to understand their identity as children of God and develop a joyful foundation for future academic and personal growth.

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## Lower School (Grades 1-5)

The Lower School builds upon this strong foundation by introducing a more structured and academically rigorous program that continues to foster curiosity and confidence. Students engage in a comprehensive curriculum that emphasizes reading, writing, mathematics, science, and social studies, complemented by enrichment opportunities in the arts, language, and physical education. Instruction is designed to promote critical thinking, collaboration, and independence, while teachers provide individualized support to meet the needs of each learner. Faith and character formation remain central, helping students grow in virtue, responsibility, and a deeper understanding of their role within the community.

## Middle School (Grades 6-8)

The Middle School program challenges students to take greater ownership of their learning as they prepare for the transition to high school. With increased academic rigor and higher expectations, students develop strong organizational skills, intellectual independence, and the ability to think critically across disciplines. At the same time, the program intentionally supports the unique developmental needs of early adolescence, emphasizing character formation, mentorship, and personal responsibility. Within a supportive and structured environment, students are guided to grow in confidence, deepen their faith, and emerge as capable, thoughtful young leaders ready for the next stage of their academic journey.





## Job Overview

The PreK–8th Grade Principal (hereafter, the Principal) is a member of the Academy’s senior leadership team and reports directly to the Head of School/President. This includes PreK3–8th grade levels of Lower and Middle School. The Principal is charged with the comprehensive responsibility for all activities involving students and faculty in the LS and MS schools. The Principal’s direct reports include the Media Specialist, the PreK–8th grade Deans, the LS/MS School counselor, Administrative Assistant, Morningcare programs, Aftercare Director, and LS and MS school faculty and substitutes.

## Reporting Structure

*The Principal of the school reports to and performs other duties as assigned by the Head of the School/President.*

Pinecrest Academy seeks motivated faculty and staff who are committed to implementing our educational philosophy of Integral Formation®, developing the human, intellectual, spiritual, and apostolic dimensions of the whole child. Our mission is to form our students into Christian leaders who will transform society. Consistent with its Christian beliefs, it is the policy of PA to conduct business and provide equal employment opportunities to all persons without regard to gender, race, color, national origin, age, or disability, and in compliance with all federal and state laws.



## Essential Duties and Responsibilities

### Instructional Leadership

- To maintain congruence between the school's board-approved mission statement and all activities of the LS and MS School.
- To act as the educational leader of the PreK- 8th grade, responsible for its day-to-day operations; to direct the activities of the members of the school faculty and staff in the performance of their duties.
- To serve on the Executive Leadership team
- To function as the chief articulator of the LS and MS School's programs, expectations, behavioral guidelines, and other information necessary to ensure that all faculty and staff are fully informed, and consistent with their individual roles.
- To observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate the academic programs.
- To provide an orderly, controlled environment in which learning can take place, a school climate which is supportive and which reflects high morale.
- To be aware of the educational, physical, social, and psychological needs of the members of our school community and to develop plans for meeting these needs.
- To oversee and direct the activities of the department chairs, the sponsors of various student organizations and activities, and faculty committees.
- To support the school and its leadership.

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## Faculty and Staff

- To make recommendations to the Head of School/President regarding the hiring and retention, and the assignment of faculty.
- In collaboration with the other members of the administrative team, to establish programs for the orientation of new teachers and for in-service training of all teachers.
- Responsible for the evaluation of classroom teachers, ensuring that teachers are familiar with and adhere to school policies in all areas of the school operation and pursue excellence in all areas of integral formation.
- To strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- To conduct regular meetings with faculty, which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
- To provide direction to LS and MS school faculty and staff in matters of classroom management, teaching methods, and general school procedures.



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## Student Relations

- To oversee the coordination of the co-curricular and extra-curricular activity programs; to assist in the planning and the presentation of school assemblies and programs; to assist in maintaining a comprehensive calendar of school events; to keep the entire school community informed of various school programs and activities.
- To provide for the academic guidance of students; to maintain complete academic records on all students; to oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- To be responsible for administering guidelines for proper student conduct and dress; to maintain student discipline consistent with school policies; to monitor students' adherence to established school rules; to maintain accurate records of student attendance and citizenship.

## Operational

- To be a visible presence in all areas of the school; to work toward a resolution of all problems – both routine and unique – as they arise; to keep the Head of School/President informed of the general programs, activities, and problems of the school.
- To prepare a master school class schedule and to assign teachers and students to classes and other obligations.
- To assist in the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
- Provide ongoing communication to all stakeholders through email, newsletter, and other means of communication.





## Key Objectives for the Next Principal

- Strengthen parent partnership by establishing clear communication, formation opportunities, and consistent feedback loops that align families to the mission.
- Advance academic excellence across PK–8 through strengthened curriculum alignment, consistent instructional practices, and purposeful use of data to drive improvement.
- Design and implement a cohesive professional development and coaching model that supports teacher growth, retention, and instructional effectiveness.
- Sustain a strong faculty culture rooted in trust, collaboration, accountability, and mission alignment.
- Implement a clear, consistent, and formational approach to student discipline that promotes virtue, responsibility, and a positive school climate.
- Develop comprehensive student support systems that ensure early identification of needs, coordinated interventions, and strong collaboration with families.
- Deepen a culture of integral formation by embedding intellectual, spiritual, human, and apostolic development into all aspects of school life.
- Strengthen PK–12 alignment by enhancing collaboration across divisions, ensuring continuity in academics, formation, and student experience.
- Lead operational clarity and effectiveness by refining roles, improving systems, and ensuring cohesion across campuses and divisions.
- Preserve and thoughtfully evolve school traditions to strengthen community, reinforce mission, and create meaningful formative experiences.
- Maintain a stable, mission-centered culture while effectively leading growth, change, and increasing organizational complexity.
- Support enrollment strength and retention by clearly articulating and delivering a compelling, mission-aligned PK–12 value proposition.



## Professional & Personal Qualifications

The preferred qualifications of the Principal are the following:

- Is a practicing Catholic who upholds a Catholic philosophy of education and is committed to the mission of Catholic schools.
- Master's degree in Educational Leadership, Curriculum, and Instruction or a related field.
- A minimum of 5 years of teaching experience at the PreK – 8th grade school level.
- Previous administrative/supervisor experience, preferably in a Catholic and/or independent school setting.
- Strong communication skills. The ideal candidate will be an effective public speaker, a skilled writer, and an active listener. When needed, able to counsel stakeholders through challenging conversations.
- Strong community-building skills. The ideal candidate fosters a collaborative, growth-oriented culture.
- Natural skill at developing interpersonal relationships with stakeholders based on trust and respect.
- A vision for teaching and learning capable of building on Pinecrest Academy's tradition of excellence.
- The ability to lead organizational growth and undertake key initiatives as assigned by the Head of School.



## An Ideal Candidate

- Demonstrates high emotional intelligence, navigating complex situations with calm, professionalism, and a balance of truth and charity.
- Serves as a visible, relational leader who builds authentic trust with students, faculty, and families.
- Strengthens and animates Catholic identity, ensuring students understand their dignity, purpose, and mission.
- Embodies humble, servant leadership with a genuine love for working with children and a commitment to forming the whole person.
- Builds a culture of trust and professionalism among faculty, supporting teachers and leading with a “grace, not gotcha” philosophy.
- Collaborates effectively with parents as partners in both academic and formational growth.
- Demonstrates strong judgment in student formation and discipline through consistent, virtue-based practices.
- Brings clarity and structure to school systems and operations, ensuring alignment and effective execution.
- Aligns the PreK–8 division within a broader PreK–12 vision, supporting continuity and long-term student retention.
- Leads with a strategic, forward-thinking mindset while maintaining stability and honoring school traditions.
- Communicates with transparency and pastoral sensitivity, especially in high-stakes situations.
- Operates as a collaborative, mission-aligned leader within a broader leadership team.



## About the Area

Located in Cumming, just north of Atlanta, Pinecrest Academy benefits from a thriving, family-friendly community known for its strong schools, safe neighborhoods, and high quality of life. Cumming offers both suburban comfort and natural beauty, with easy access to Lake Lanier for outdoor recreation, along with a growing array of parks, shops, and dining options. The area is home to a vibrant and expanding Catholic community, where families are deeply engaged in parish life and Catholic education. With close proximity to Atlanta’s cultural, professional, and travel opportunities, families enjoy both a peaceful, community-oriented lifestyle and the advantages of a major metropolitan area.

Pinecrest Academy is a deeply Catholic, mission-driven school where students are genuinely known, loved, and formed to become Christian leaders. The school integrates intellectual, spiritual, human, and apostolic formation into all aspects of daily life, with prayer, frequent Mass, and fidelity to Church teaching at its core. A strong, family-oriented culture shaped by long-tenured faculty, many of whom are also parents, creates a sense of stability, trust, and shared purpose. Traditions such as the kindergarten circus, angel parade, all-school Masses, and milestone celebrations foster joy and belonging across the full PreK–12 experience. Guided by a spirit of humility, charity, and professionalism, Pinecrest offers a warm, collaborative environment where each child is supported in discovering their gifts and living out their God-given mission.



## Application Procedure

To apply, please submit the following four documents as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)



**APPLY NOW**



***Interested in this opportunity? Contact:***

Kyle Pietrantonio, Senior Partner

[kpietrantonio@partnersinmission.com](mailto:kpietrantonio@partnersinmission.com)

Partners in Mission

(202) 390-0230

[partnersinmission.com/search-and-recruitment](https://partnersinmission.com/search-and-recruitment)