



**ST. PETER**  
CATHOLIC SCHOOL

# **Principal**

## Search Prospectus

DeLand, Florida

**July 2026**  
or sooner



## AT A GLANCE



**245  
STUDENTS**



**19 FACULTY  
MEMBERS**



**60% OF FACULTY W/  
ADVANCED DEGREES**



**WEEKLY  
MASS**



**850+ SERVICE  
HOURS**



**100% GRADUATION  
RATE**



**14 CLUBS &  
EXTRACURRICULARS**



**14 ATHLETIC  
TEAMS**



## **CATHOLIC IDENTITY**

St. Peter Catholic School truly embodies the mission of Catholic education. Faith is at the heart of everything the school does, serving as the unifying thread that weaves together all aspects of school life. From the moment one steps onto campus, there is a joyful energy and a vibrant sense of community, with the school's Catholic identity shining through every facet of its daily life and operations.

## **MISSION**

The mission of St Peter Catholic School community is forming disciples rooted in the teachings of the Catholic faith through a curriculum of academic excellence within a safe, caring environment.

## **STUDENT LIFE**

St. Peter Catholic School offers a diverse range of activities, clubs and athletics to bring balance to the students' lives. Through these extracurricular activities, students can explore and discover their God-given gifts and talents, learn the value of teamwork, and build self-esteem. From leading as a member of the Student Council, learning strategy while playing chess, or cultivating beauty as a young artist, students are encouraged to develop their interests outside of the classroom.

## **ACADEMICS**

St. Peter's offers a faith-centered, rigorous curriculum that nurtures the whole child from VPK through middle school. VPK is a play-based program integrating faith into daily learning to build social, emotional, and academic foundations. In Elementary grades, the core subjects (Religion, Language Arts, Math, Science, Social Studies) have Catholic values woven throughout. Language Arts uses Accelerated Reader; Math features Eureka Square and technology integration. Middle School offers a challenging, faith-based curriculum emphasizing Scripture, algebra readiness, literature, critical thinking, and lab-based science and social studies. Special courses emphasize music instruction, computer science, research, and Spanish. Students also have a weekly Media Center class to strengthen reading skills and support literacy.



## STRATEGIC LEADERSHIP

The Principal, reporting to the Pastor and Secretary for Education/Superintendent of Catholic Schools, is the leading force in developing and implementing the school program that promotes Catholic faith formation and education, ethical decision-making, social justice, and Catholic leadership. The Diocese of Orlando's four core values form the foundation for the work performed by employees:

**Authenticity:** Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living.

**Respect:** Affirming each person's God-given dignity and uniqueness.

**Courage:** Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.

**Commitment:** Individually and collectively, we are steadfast to the team and its purpose.

## ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.



## CATHOLIC IDENTITY

- Lives and promotes the Catholic Faith.
- Fosters students' understanding of God's role in their lives and Christ's relationship to each student.
- Promotes and encourages cooperation and growth between the school, parish, religious education program, and the overall organization.
- Collaborates with the pastor in implementing the mission of the parish.
- Keeps faculty, parents, and students aware of their roles as Christian models.
- Ensures the integration of the school as part of the parish faith community.

## EDUCATIONAL LEADERSHIP

- Promotes a curriculum that integrates the values and teachings of the Catholic Church, is appropriate to the children's needs, and in accordance with the directives issued by Diocesan and State authorities.
- Utilizes community resources in the development of curriculum materials; determines the utilization of consultants and supplementary services related to curriculum.
- Enables the staff to serve as role models for the students.
- Promotes and demonstrates a leadership style compatible with Christian principles.
- Ensures competence of research-based learning by implementing 21st century tools throughout the school and supports research-based learning strategies.
- Directs guidance and disciplinary services of the school.



## **PERSONNEL MANAGEMENT**

- Effectively recruits and selects individuals for teaching positions, including substitute personnel.
- Directs and evaluates in-service activities both within and outside of the school.
- Ensures proper pay and maintenance of personnel records.
- Maintains a continuous program of supervision and performance evaluation of the staff and of the instructional program.
- Provides leadership for teacher growth and development.
- Evaluates the effectiveness of instructional strategies, lesson planning, and the results of standardized and teacher-developed assessments.

## **FINANCIAL MANAGEMENT**

- Responsible for proper budget and fiscal oversight.
- Prepares and administers the school budget.
- Develops information on sources of funds in the parish, community, or public area.
- Keeps accurate records of income and expenses.
- Supports fundraising, development, and grant initiatives to strengthen the school's financial position.

## **PUBLIC & COMMUNITY ENGAGEMENT**

- Maintains effective and consistent communication with parents regarding student progress; ensures appropriate and harmonious relations between teachers and families.
- Determines appropriate placement of students in individual classes.
- Collaborates with and oversees the school's parent-teacher organization.
- Fosters and creates partnerships with community organizations to enhance the school's mission through financial support, marketing initiatives, and collaborative outreach opportunities.

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## ADMINISTRATIVE & OPERATIONAL OVERSIGHT

- Responsible for the purchase and use of general and instructional supplies, including textbooks, audio-visual, educational technology, library, and other instructional materials.
- Evaluates school safety standards in building(s); recommends modifications.
- Evaluates and directs custodial services within the school or as delegated by the pastor.
- Maintains all student disciplinary records, including infraction forms, bullying reports, and consequences given per incident.
- Ensures proper information systems management, including scheduling use of all school facilities, maintenance of official records, efficient office and telephone coverage, and the school calendar.
- Collaborates with the School Advisory Board to advance the school's mission, provide strategic leadership, and ensure alignment between school goals, Catholic identity, and community partnerships.



## STRATEGIC PRIORITIES

- Strengthen curricular instructional practices through targeted professional development in areas like AI integration, Science of Reading, and engaging teaching strategies.
- Leverage the dedication of a faith-filled faculty, staff, and parent community to advance the school's mission and Catholic culture.
- Guide a tech-savvy team in applying innovative pedagogy and technology to deepen student learning and engagement.
- Address aging facilities through a proactive maintenance and safety plan, including security upgrades and grant opportunities.
- Streamline safety procedures by improving key access and physical security infrastructure.
- Serve as a visible leader responsible for building a culture of trust through clear and proactive communications, particularly related to advancement of the school.

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## PERSONAL & PROFESSIONAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### CATHOLIC FAITH

- Practice of the Catholic Faith is required. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

### EDUCATION & EXPERIENCE

- Master's degree from an accredited college or university meeting Florida state certification requirements.
- Must hold or obtain a Florida Professional Certificate in Educational Leadership.
- Fulfill annual diocesan catechist certification requirements to maintain active and ongoing professional and spiritual formation in the Catholic faith.





## OTHER SKILLS & ABILITIES

- Bilingual proficiency in Spanish and English.
- Requires excellent written and oral communication skills.
- Ability to effectively prioritize tasks and time demands.
- Must have a strong work ethic and set an ethical tone for diocesan conduct.
- Exhibits excellent strategic planning, organizational, written, verbal, and public speaking skills.
- Demonstrates leadership and resourcefulness as they apply to all areas of responsibility.
- Demonstrates a high degree of flexibility in order to achieve objectives, meet demands as required and work with a variety of teams and their memberships.
- Ability to facilitate, lead, and contribute productively to meetings and collaborative discussions at both school and diocesan levels.
- Ability to maintain “customer” confidence and protect operations by keeping information confidential.

Work requires light physical activity, such as lifting, carrying, pushing, or pulling objects up to 15 pounds. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Requirements are representative of the minimum level of knowledge, skills, and ability.



## ABOUT DELAND

Life in DeLand, Florida offers an attractive blend of small-town charm, cultural vibrancy, and faith-filled community. Known for its beautiful oak-lined streets, historic downtown, and warm, welcoming spirit, DeLand is a place where neighbors truly know one another. The town comes alive throughout the year with beloved community events, such as art festivals, farmers' markets, holiday parades, and outdoor concerts, that foster a strong sense of belonging. The presence of Stetson University adds academic energy and cultural richness, with lectures, performances, and athletic events open to the broader community. For Catholics, DeLand offers a deeply rooted faith community where parish life is active and joyful, marked by vibrant liturgies, school events, and outreach programs. Whether gathering for Mass, a local festival, or a university concert, residents experience a warm, faith-centered way of life that blends tradition, community, and opportunity.



## 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:***

Shana Rossi, Partner  
srossi@partnersinmission.com  
Partners in Mission  
(302) 250-2119  
[www.partnersinmissionslss.com](http://www.partnersinmissionslss.com)