SS. Peter & Paul Catholic School

217 W. 3rd St. Waterloo, IL 62298

Principal for the 2027-2028 School Year

Position Overview

Ss. Peter & Paul Catholic School, a preschool through 8th-grade Catholic school in Waterloo, Illinois, is seeking a dynamic, faith-filled, and visionary leader to serve as Principal. This is a full-time position available for the 2027-2028 school year and reports directly to the Parish Pastor.

The principal provides leadership for the academic, spiritual, and operational life of the school and plays a vital role in advancing its mission of educating the whole child. The successful candidate will be a practicing Catholic who is passionate about Catholic education, committed to academic excellence and faith formation, and is able to inspire students, faculty, staff, and families to grow in faith, knowledge, character, and service.

Key Responsibilities

- Provide visionary leadership for the academic, spiritual, and operational life of the school while advancing its Catholic mission and identity.
- Collaborate with the pastor, parish trustees, Advisory Council, faculty, and staff to establish goals, implement strategic initiatives, and strengthen the school community.
- Oversee daily operations, including curriculum, scheduling, student discipline, facilities, budgeting, policies, and procedures.
- Recruit, supervise, mentor, and evaluate faculty and staff while fostering a culture of professional growth, collaboration, accountability, and excellence.
- Cultivate a strong Catholic identity through prayer, liturgy, sacramental preparation, service, and faith formation.
- Build strong, collaborative relationships with students, families, faculty, staff, alumni, parishioners, and community partners through effective and transparent communication.
- Oversee school finances, facilities, safety, and resources in collaboration with parish leadership.
- Ensure compliance with diocesan policies, Illinois requirements, accreditation standards, and other applicable regulations.

Qualifications

- Practicing Catholic with a deep commitment to Catholic education and the mission of Ss. Peter & Paul Catholic School.
- Minimum of three years of successful classroom teaching experience.
- Master's degree in education or a related field.
- Valid Illinois Professional Educator License with a General Administrative Endorsement (or willingness to obtain the endorsement within a designated timeframe).
- Demonstrated leadership experience, preferably in education, with a strong understanding of curriculum, instruction, assessment, and best practices in teaching and learning.
- Experience in staff supervision, professional development, budgeting, and school operations.
- Excellent communication, organizational, interpersonal, and problem-solving skills.
- Ability to build strong relationships and collaborate effectively with faculty, staff, parents, parish leadership, and community stakeholders.

Compensation & Benefits

- Starting Salary: $70,000–$85,000, commensurate with experience, qualifications, skills, and education.
- Comprehensive benefits package, including:
    - Medical, vision, and dental insurance
    - Life insurance
    - 403(b) retirement plan
    - Paid vacation
    - Paid sick leave

How to Apply

Interested candidates should submit a cover letter, resume, and three professional references to:

Sarah Lanham
Superintendent of Schools
Diocese of Belleville — Office of Education
222 South Third Street
Belleville, IL 62220

Applications may also be submitted via email to slanham@diobelle.org.

Employment is contingent upon successful completion of a background check.

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