



**St JOHN'S**  
EPISCOPAL SCHOOL

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## Elementary Division Principal

St. John's Episcopal School, an independent Episcopal school in Rancho Santa Margarita for students 8 weeks old through 8<sup>th</sup> Grade, seeks a qualified Elementary Division Principal to join its community.

**Position Type:** Full-time  
**Reports to:** Head of School  
**Compensation:** Based upon education and experience  
**Start:** July 1, 2023

### **Purpose:**

The Elementary Division Principal has a critical role in the leadership of the Elementary Division to facilitate student success academically, socially, and emotionally. The Elementary Division Principal will be responsible for the effective day-to-day operations of grades K-5, including oversight of the student experience; hiring, support, and retention of division faculty and staff; and support of students and families as they progress through their educational journey at St. John's Episcopal School.

### **Primary Responsibilities:**

- In partnership with a dedicated and talented senior leadership team, including academic leadership of the Head of School, Early Childhood Division and Middle Division Principals, foster and guide a comprehensive, age-appropriate, and innovative academic and personal experience for all Cardinals.
- Facilitate frequent and consistent communication, strong relationship skills, and high level of trust across all constituencies to support the Mission and strategic initiatives of the School.
- Balance the personal knowledge of each student, teacher, and community member in partnership across constituencies with the wider, schoolwide strategic goals and initiatives to enable such growth to flourish for years to come.
- Serve as a visible presence in all areas of the school, providing both perspective and support when inevitable and unexpected challenges arise, to support the ongoing health and wellbeing of the Cardinal community.
- Develop and present faculty and parent education events, including Faculty/Staff Orientation initiatives, ongoing professional development for division staff, Back-to-School Night, and parent educational coffees on a routine basis.
- Manage academic and disciplinary actions related to students in grades K-5, including reporting to parents in collaboration with faculty.
- In conjunction with the other two Division Principals, evaluate and evolve the academic program to ensure an intentional scope/sequence, minimize transitional challenges, and design and facilitate cross-school initiatives and events to support student growth and connections campus wide.
- Observe, supervise, and evaluate elementary division faculty and staff in the development and implementation of curricula and pedagogical approaches.
- Coordinate routine Division events, including weekly flag ceremony, guest speakers, Cardinal Character recognition, and more.

## **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. .

Strong candidates will demonstrate the following qualifications:

- Commensurate education in early childhood development or a similar field, with a Master's degree and/or a credential in Educational Administration with at least five years of school administration experience preferred.
- Knowledge and experience in the areas of leadership, group dynamics, and general oversight of independent school functions.
- An understanding and appreciation of age- and developmentally-appropriate outcomes for children's academic, social, and emotional development.
- An appreciation and willingness to uphold the School's Mission and Episcopal Identity as it imbues campus culture, as well as academic and co-curricular programming across all ages.
- A healthy balance of tradition and innovation in academic philosophy and vision, with an understanding of the value of STEAM lens for teaching and learning a must.
- Ability to handle multiple, simultaneous, and complex tasks efficiently and effectively without constant supervision.
- Excellent verbal and written communication skills across complex constituencies are critical to this role, along with the ability to collaborate, delegate, supervise, and demonstrate excellent judgement.
- Impeccable ethics, a high-EQ, and healthy dose of humor are a must for this position.

## **How to Apply:**

St. John's Episcopal School has engaged the national search firm, Resource Group 175, to assist with the search. Applicants will be required to submit a copy of their resume, a cover letter, educational philosophy and a list of references. Applicants can apply via the RG175 website, <https://rg175.com/current-searches>

Contact Adam Peichert at [adam.peichert@rg175.com](mailto:adam.peichert@rg175.com) for any questions regarding the RG175 process.

*It is the policy of St. John's Episcopal School to conduct our relationship with employees and applicants under Title VII of the Civil Rights Act of 1964 without regard to race, color, religion, ancestry, national or ethnic origin, gender, age, physical or mental disability, medical condition, marital status, sexual orientation, political affiliation or belief or any other characteristics protected by federal, state, or local laws. The employment-related provisions of the Americans with Disabilities Act (ADA), as well as the California Fair Employment & Housing Act (FEHA), apply to all employees and job applicants.*