



Assistant Head of Middle and Elementary Divisions

Who We Are

A faith-based independent school located in Rancho Santa Margarita, St. John's Episcopal School is committed to the full intellectual, spiritual, and physical development of students from two years old through eighth grade. Our integrated, project-based program focuses on STEAM, student engagement, character education, and leadership development in a nurturing learning environment, cultivating students who joyfully embrace lives of service and purpose.

Our Ideal Candidate

St. John's seeks an innovative, exemplary Assistant Head of Middle and Elementary Divisions who is deeply committed to educational best practices and who shares our vision of making St. John's the premier independent school in Orange County. This is a year-round full-time position that will report to the Middle Division Principal and that will partner closely with both the Elementary and Middle Division Principals and with Student Support Services. The ideal candidate possesses a demonstrated ability to collaborate with colleagues; provide leadership and oversight for all student life, advisory program, clubs, social events, and other co-curricular programming for students in grade K-8, making changes as needed to ensure overall effectiveness. The duties listed below are representative of the general duties of the role and are not an exhaustive list, as additional duties and responsibilities may be assigned.

Reports To: Middle Division Principal

Start Date: July 1, 2024

Essential Functions

- Implements, oversees, and articulates the Middle Division advisory program and student experience.
- Collaborates with the other partners and with the other Division Heads and Administration to ensure all student life programming is meeting student needs.
- Assists teachers with classroom management and instructional practices to best support student success.
- Enforces school handbook policies with all constituencies and works with students when there is need to address handbook and policy adherence.
- Provides guidance to students and serves as a student advocate, helping student families respond to academic, emotional, and developmental challenges.
- Remains current on best practices in working with adolescents, child development, and professional growth.
- Leads the logistical planning and implementation of student life events and activities including clubs, community service, social events etc.
- Member of the student support services team and works with this team to support student success in the classroom.

- Assists in the recruitment and selection of new and replacement instructional and support faculty.
- Supports the Employee and School Handbooks and provides assistance by recommending revisions and updates to the School Handbook.
- Communicates with parents, administrators, student services, and chaplain concerning the emotional and physical well-being of students within the classroom.

Essential Tasks

- Principal decision maker in planning and implementing all areas of student life as related to the Elementary and Middle divisions.
- Provides support and training to teachers and staff as related to classroom management, and behavioral issues that could distract from the teaching and learning environment.
- Student advocate and parent resource as needed.
- Assists with identifying students for student support services and works to provide the best learning environment possible for students.
- Ensures with Division Heads that facilities are ready for the start of school each day.
- Knowledgeable about Veracross and/or other school management software.
- Attends School Committee meetings as requested.
- Supports subcommittees of the School Committee as directed by the Head of School.
- Completes various tasks related to the employee's yearly goals and the school's long-range and strategic financial plan.

Qualifications

- Bachelor's degree in education or related field; Master's degree preferred.
- A minimum of three years of teaching in an independent school environment. Administrative experience preferred.
- Ability to use basic office equipment.
- Ability to think and plan strategically and creatively.
- Ability to supervise and manage multiple functions and activities.
- Ability to remain calm, flexible, and work effectively under pressure.
- Skilled at negotiating and entering into contracts with external vendors.
- Customer service oriented.
- Ability to work effectively as a team member.

Physical Requirements and Work Environment

- Ability to lift up to 35 lbs.
- Ability to work outdoors and in a climate-controlled environment
- Ability to be mobile up to 8 hours per day
- Visual acuity both near and far
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling

Compensation

- Anticipated salary is \$85,000–\$95,000, depending on education and experience

Benefits for Full-Time Employment

- Medical and dental insurance, with employee-only monthly premiums for certain plans paid fully by the school
- Employer-paid life insurance
- Employer-paid pension plan, with full immediate vesting and limited match
- Vacation and health leave
- Paid school holidays
- Tuition remission for children of faculty/staff

How to Apply

All applicants will need to complete the online application on the St. John’s Career Opportunities web page (www.stjohns-es.org/partner-with-us/career-opportunities). All applicants are encouraged to provide supporting documentation, such as copies of degrees, teaching credentials, or other special certifications.