



EARLY CHILDHOOD DIVISION PRINCIPAL

St. John's Episcopal School, a faith-based independent school in Rancho Santa Margarita for students two years old through eighth grade, is seeking an experienced educational leader to serve as Early Childhood Division Principal.

About the Role

The Early Childhood Division Principal is a senior leadership position reporting directly to the Head of School and serving as a member of the Executive Leadership Team. This role carries full responsibility for the educational, operational, and community dimensions of the Early Childhood Division, from overseeing the day-to-day student experience to shaping the long-term instructional vision of the division. The Principal leads a team of dedicated faculty and staff, serves as a champion for young learners and their families, and plays a central role in the school's mission to support students academically, socially, and emotionally from their earliest years.

Essential Functions

Division Leadership & Strategy

- Serve as a member of the Executive Leadership Team, contributing to school-wide strategy, vision, and the advancement of the school's mission, values, and ethos.
- Act as the principal decision-maker for all areas of student life within the Early Childhood Division.
- Collaborate with other Division Principals and the Leadership Team to ensure cohesive, student-centered programming across the school.
- Support subcommittees of the School Committee as directed by the Head of School.
- Facilitate and support Early Childhood Division faculty and staff in implementing programmatic action steps aligned with the goals of the St. John's Strategic Plan, adopted April 2026.

Instructional Leadership & Student Experience

- Develop, implement, and continuously refine the ECD program, ensuring a high-quality, developmentally appropriate student experience aligned with the school's mission and values.
- Assist teachers with classroom management and instructional practices to best support student success.
- Remain current on best practices in early childhood education, child development, and professional growth.
- Lead and support the student support services team to identify and address individual student needs within the classroom.
- Serve as a student advocate, helping families navigate academic, emotional, and developmental challenges.
- Communicate proactively with parents, administrators, student services personnel, and the school chaplain regarding the well-being of students.



- Enforce school handbook policies with all constituencies and support students in meeting community expectations.

Faculty Leadership & Operations

- Lead the recruitment, selection, onboarding, and ongoing support and retention of instructional and support faculty within the ECD.
- Provide coaching, training, and professional development to teachers and staff in areas of classroom management, instructional practice, and behavioral support.
- Ensure that division facilities are ready and welcoming for the start of each school day, in coordination with other Principals.
- Maintain compliance with Title 22 Licensing Regulations and ensure all program operations meet applicable state requirements.
- Serve as a knowledgeable user of Veracross and/or other school management software systems.

Community Engagement & Events

- Lead the planning and implementation of ECD student events and activities, including Kid's Cardinella, Grandparent's Day, Back-to-School Night, Open House, Christmas Concert, and other division events.
- Support the review and revision of the Employee Handbook and Parent-Student Handbook as appropriate.
- Partner with families as school stakeholders, fostering a strong and engaged ECD community.

Qualifications

- Bachelor's degree in education or a related field required; Master's degree preferred.
- Minimum of three (3) years of teaching experience in an independent school environment; administrative experience preferred.
- Minimum of three (3) administration courses completed.
- Experience with Title 22 Licensing Regulations compliance and requirements.
- Current Pediatric CPR & First Aid certification required.
- Health and Safety course completion, including nutrition training.
- Excellent verbal and written communication skills.
- Demonstrated leadership and facilitative skills, with the ability to build effective relationships with administrators, faculty, staff, parents, and students.
- Commitment to ongoing professional development in early childhood best practices, advisory programs, and student support.

Physical Requirements & Work Environment

- Visual acuity both near and far.
- Ability to work outdoors and in a climate-controlled environment.



- Ability to lift up to twenty (20) pounds.
- Ability to be mobile up to eight (8) hours per day.
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling.

Compensation

- Expected Salary Range: **\$90,000 – \$100,000**, with placement based on education, experience, and St. John's established compensation framework.
- Exempt, Salaried — Full-Time, 12-Month Position.

Benefits

- 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.
- Personal and health leave.
- Paid school holidays.
- Tuition remission for children of faculty and staff.

How to Apply

All candidates must apply directly through the [St. John's Career Opportunities](#) web page and complete an online application. All applications must include a resume with a cover letter. We encourage candidates to provide other supporting documentation, such as copies of degrees, teaching credentials, special certifications, and letters of reference.

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.