



## **Saint Jeanne de Lestonnac Catholic High School**

**A ministry of the Order of the Company of Mary, Our Lady  
Temecula, CA**

### **POSITION SUMMARY**

The principal is the primary educational leader of the high school and partners with the Order of the Company of Mary, Our Lady, to provide educational, organizational, and spiritual leadership that fosters the mission and educating charism of the Order. The Catholic high school principal is responsible for overseeing all aspects of the school's operations, ensuring a strong academic environment, fostering student faith development, managing staff and resources, and upholding the Catholic values and teachings within the daily activities of the school. The principal works collaboratively with and is directly accountable to the president.

The principal develops and implements programs, policies, and procedures that ensure the school is a teaching and learning environment where the Catholic faith is evident, learning is valued, and service is integral. Inherent in the position are the responsibilities for the school's Catholic identity and culture, curriculum and academic rigor, student life and activities, disciplinary policies, safety, faculty evaluations, and professional development. The principal has both the authority over and responsibility for the implementation of the schools' strategic priorities, pedagogical model, daily academic operations and Catholic mission in accordance with the foundational charism, tenets and values of the Order of the Company of Mary.

### **CANDIDATE PROFILE**

- Is a practicing Roman Catholic who will inspire a shared vision of the value of Catholic education across all constituencies.
- Has the drive to attain results with proven experience and effectiveness in improving student achievement.
- Is energetic and has a positive approach to responsibilities, adept in inspiring collaboration and efficacy.

- Has strong communication and organizational skills; able to listen to teachers and staff and attempt to understand their perspectives.
- Possesses strong leadership and interpersonal skills to guide effective interaction among parents, students and staff.
- Is a strategic thinker, able to recognize and appoint competent people to positions of leadership.
- Fosters academic professionalism among the staff.
- Is a life-long learner who is self-motivated and able to accept accompaniment.

**QUALIFICATIONS:**

- Has a master's degree in educational administration from an accredited college or university
- Has a minimum of five years of experience in a Catholic high school (preferred)
- Has a minimum of three years of administrative experience in high school education (preferred)
- Adheres to the code of ethical conduct
- Exhibits a strong commitment to Catholic values and teachings
- Demonstrates proven leadership skills and ability to manage a diverse school community
- Has excellent communication and interpersonal skills
- Has experience in curriculum development and instructional practices
- Is able to collaborate with the administration of the on-site elementary school so as to foster one educational community.

Saint Jeanne de Lestonnac Catholic High School is a private school located in Temecula, California. Inspired by the charism and mission of the Order of Company of Mary, Our Lady, Saint Jeanne de Lestonnac Catholic School is committed to building a Christ-centered community rooted in the Roman Catholic faith and values in order to prepare youth and young adults as leaders at the service of others. We strive to educate the whole person through a program marked by academic rigor in an environment that fosters the exercise of personal responsibility, a sense of global citizenship, and an active compassion for others and the world around them.

This is a full-time position, with 215 days under contract, and may include some evenings and weekends. Compensation based on qualifications and experience. Salary range from \$110,000 to \$125,000. Benefits include: 401(k), health, vision and dental insurance, life insurance, paid time off. Ability to relocate to the Temecula area.

Interested candidates may send a resume and cover letter to [jobs@odnusa.org](mailto:jobs@odnusa.org) .