

## **JOB DESCRIPTION**

**Saint Jeanne de Lestonnac School**

**16791 East Main St. Tustin, CA 92780**

POSITION TITLE: Principal  
Status: Full Time, Exempt  
PAY RANGE: 90,000-115,000

Based on experience, education and qualifications.

### **SUMMARY:**

Saint Jeanne de Lestonnac Catholic School in Tustin, California, invites applications for the position of Principal, seeking a faith-filled, mission-driven servant leader who is deeply committed to Catholic education and the transformative power of the Gospel. Sponsored by the Sisters of the Company of Mary, Our Lady, and part of a global network of 86 schools across 28 countries, the school participates in an international educational mission inspired by Saint Jeanne de Lestonnac, one that is rooted in forming the whole person through a personal encounter with Jesus Christ all for the Greater Glory of God.

Guided by its mission and vision, Saint Jeanne de Lestonnac Catholic School is an apostolic educational community dedicated to fostering vibrant relationships with Christ and forming students in truth, discernment, and service. The school's identity is shaped by the Signa Pedagogical Model and the Unitas Evangelical Model of the Company of Mary, which call educators to a personalized, relational approach that honors the dignity of each student while proclaiming the Good News through both word and witness. Within this framework, the Principal serves as a spiritual and instructional leader who animates the school's Catholic identity, ensuring that faith and learning are fully integrated across all aspects of school life.

The presence of the Sisters of the Company of Mary, Our Lady, is a defining gift to the community. Their joyful witness, prayerful accompaniment, and active engagement with students and families cultivate a culture of faith, joy, and belonging. In collaboration with dedicated lay educators, the Principal will foster a community that reflects the school's core values, faith, community, respect, service, and sacrifice, while advancing a culture of excellence rooted in Gospel values.

### **About the Principal Role**

The Principal works under the direction of the Order of the Company of Mary's leadership in support of the school's mission. The Principal is the primary administrator of the school, a secondary leader of the school community, and is responsible for the administration of the school's operations and the assurance of rigorous academic education and faith formation in accordance with the mission, philosophy, and values of the Order of the Company of Mary, Our Lady.

As the administrator of the school, the Principal will have the responsibility to manage the school's operations by setting and upholding regulations, policies, and procedures; hiring

appropriate personnel including teachers, administrative and custodial staff; ensuring a rigorous curriculum; setting and adhering to the annual budget; and encouraging the growth and development of Catholic values through the charism of the Company of Mary in partnership with the Diocese of Orange. The Principal will work closely with the representative of the Order, Central Office personnel, and the CFO to ensure the school's successful operations.

The Principal will be accountable to the Order's leadership to foster the communication of the mission and operations of the school according to the educational charism of the Order of the Company of Mary, Our Lady. Therefore, the Principal must continue to deepen and grow a shared understanding of the educational charism by both internal and external stakeholders to more authentically transmit and disseminate such charism.

The Search Committee is moving forward with purpose and care to identify the next Principal. All inquiries and applications will be treated with the highest level of confidentiality and respect. The successful candidate is expected to assume leadership of the school in July 2026.

#### **RESPONSIBILITIES:**

Because all **Saint Jeanne de Lestonnac School** employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

#### **QUALIFICATIONS:**

- A lifelong learner who possesses an unwavering commitment to growth in the understanding of the Company of Mary's charism, educational mission, and values.
- Willingness and awareness to base decisions and moral responsibilities on Gospel values. Ability to deal gracefully with stress, conflict, and failure.
- A management style that fosters healthy relationships that safeguard the common good in a collaborative spirit of discernment and action.
- Personal commitment to the high standard of education steeped in the traditions of the Order of the Company of Mary, Our Lady

To Apply:

<https://partnersinmission.com/sjdltustinprincipal>