

UPPER SCHOOL PRINCIPAL SEARCH

ST. MARGARET'S EPISCOPAL SCHOOL

San Juan Capistrano, California

www.smes.org

Start Date: July 2023

ST. MARGARET'S
EPISCOPAL SCHOOL



**Carney
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& ASSOCIATES

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Mission Statement

Our mission at St. Margaret's Episcopal School is to educate the hearts and minds of young people for lives of learning, leadership and service.

Core Values

- **Character** - We emphasize integrity, spirituality, empathy, perseverance, and responsibility
- **Community** - We champion mutual respect, engagement, collaboration, service learning, and a commitment to the common good.
- **Balance and Breadth** - We believe personal growth, balance and well-being are fostered through a broad range of academic, artistic, athletic, and co-curricular opportunities.
- **High Expectations** - We prepare and empower our students to discover and develop their unique gifts and talents to achieve their full potential.
- **Equity and Inclusion** - We embrace and celebrate the identity of every human being, and advocate for equity, inclusion, and justice.

Episcopal Identity

St. Margaret's Episcopal School is upheld by the basic principles of our Episcopal tenets that individuals and institutions are called to strive for justice and peace among all people, and to respect the dignity of every human being. Episcopal schools are not solely communities for Christians, rather as ecumenical and diverse ministries of educational and human formation for people of all faiths and backgrounds. Episcopal schools also integrate religious and spiritual formation into the curriculum and life of the school community. Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings.

At a Glance



Established
1979



Enrollment
1,239



Financial aid awarded
\$4 million



Student-advisor ratio
10:1



Students of color
54%



Faith backgrounds
22



Total faculty
112



Campus size
22.7-acres

Upper School enrollment: 472

Admissions admit rate: 40%

Admissions yield: 80%

Upper School average class size: 16

Local cities and communities
represented: 28

Faculty in the Upper School: 36

Faculty with advanced degrees: 64%

Annual faculty professional
development: 100%

Faculty of color: 22%

Students receiving aid: 14%

Endowment: \$19 million

Annual operating budget (2021-22):
\$40 million

Annual operating budget for Upper School:
\$455,000

Advanced placement courses: 26

STEAM labs and studios: 19

Student clubs: 55+

Varsity sports: 24



Overview

St. Margaret's Episcopal School (SMES) is a vibrant learning community where natural curiosity and academic pursuit flourish. As an independent, co-educational day school serving students in preschool through grade 12, SMES provides a vigorous college-preparatory program dedicated to educating the hearts and the minds of its students and nurturing the whole child. Students have unlimited opportunities to discover and explore new passions and curiosities. They are supported and cheered on by a diverse and welcoming community rooted in the Episcopal identity and values. Students and teachers are eager and enthusiastic to be here, to be together, to learn and grow, and that energy is contagious.

In 1979, the Reverend Canon Ernest D. Sillers opened the doors of St. Margaret's Episcopal School in pursuit of a mission to educate the hearts and minds of young people for lives of learning, leadership, and service. The school's mission is rooted in the development of five core values in its students: character, community, balance and breadth, high expectations, and equity and inclusion. While the landscape of education has changed over the last four decades, the school's mission and core values have remained constant. The fifth core value of equity and inclusion was added by the Board of Trustees in the Fall of 2019.

The launch of a visionary [Strategic Plan](#) in 2016 by the Board of Trustees set a bold and transformative course for St. Margaret's, its students, and professional community while honoring the legacy and core values on which the school was built. From the development of student health and wellness programs and creation of innovation mini-courses in the Upper School to the enhanced STEAM curricula and expansion of new learning environments including the Upper School Engineering Lab, the strategic planning ensures the school looks towards a transformative future and allows St. Margaret's to discover authentic student needs for deeper connection and relevance in their learning and a whole-child approach to student health and wellness.

St. Margaret's Episcopal School seeks its next Upper School Principal to assume the role in July 2023. Strong candidates will be adept at furthering academic excellence in support of the school's mission and core beliefs. The Upper School Principal holds comprehensive responsibility for all curricular and non-curricular activities involving students and faculty in grades 9-12 and stewards all aspects of the program and personnel of the Upper School.



The Position - Opportunities and Challenges

[Dr. Jeneen Graham](#), who currently serves as Upper School Principal, has been named Head of School beginning July of 2023. Since 2018, Dr. Graham has led the Upper School with an admirable balance of compassion and clarity. Even with the challenges of the pandemic, faculty morale is high. The division and the School enjoy full enrollment, and the community is well-aligned around mission, core values, and the Episcopal tenets of respect for the dignity of every human being of any faith and background. Thanks to leadership consistency and a culture of mutual respect, a high degree of trust exists among members of the leadership team and within the entire professional community.

St. Margaret's seeks an Upper School Principal who will sustain Dr. Graham's legacy by leading with humanity, humility, and courage. Opportunities and challenges for the next Upper School Principal include:

Advance academic excellence. St. Margaret's embraces an innovation strategy of continually designing for the future. Using Design Thinking protocols, teachers participate in ethnographic studies to understand the experience of their "end users" – the students. Using student feedback, teachers revise and refine the curriculum to optimize learning. Generous grants support innovation and collaboration, including these unique courses. Innovation Mini-Courses elevate student choice and allow exploration of new passions and skills. In collaboration with Department Chairs, the next Upper School Principal will support collaboration across disciplines and extend opportunities for experiential learning. Building on the momentum of existing programs, like summer research internships with University of California, Irvine engineering professors, the Upper School Principal will broaden and deepen learning beyond the walls of St. Margaret's.

Center Mission, Core Values, and Episcopal Identity of the School. The Upper School Principal is expected to embody and model St. Margaret's core values – character, community, balance & breadth, high expectations, and equity & inclusion. As well, they must live out the Episcopal tenets of the respect for the dignity of every human being of any faith and background.



Nurture students’ character, spirituality, and leadership potential. St. Margaret’s supports every student’s health and wellness in mind, body, and spirit. In assessing needs and deploying resources, the Upper School Principal will guide the division in realizing the full potential of every child while bolstering less quantifiable metrics of growth like resiliency, ethical decision making, empathy and leadership. Continued refinement of the advisory program and its service-learning components will provide students with even more opportunities to contribute to local and global communities. St. Margaret’s next capital campaign will focus on wellness initiatives, including a new Wellness Center. The next Upper School Principal will have the exciting opportunity to participate in both the programmatic and physical plans for the space.

Continue to integrate equity and inclusion into all aspects of Upper School life. St. Margaret’s commitment, indeed, one of its core values, is to “embrace and celebrate the identity of every human being and advocate for equity, inclusion, and justice.” The work ahead includes hiring, mentoring, and retaining a more diverse faculty; strengthening equity and inclusion goals in teacher professional development plans; responding to the needs of an increasingly diverse student body; and continuing to support initiatives that are already underway. The Upper School Principal will invite the professional community to engage in this work from a place of respect, humility, and improvement, not perfection.

Sustain high professional expectations within a compassionate culture. The professional community at St. Margaret’s feels cared for and supported. The leadership team scaffolds high expectations with generous professional development funding, from conference attendance to tuition assistant for advanced degrees. St. Margaret’s understands that excellent teaching requires feedback and frequent reflection. Annual goal setting and reflection meetings help all teachers elevate their strengths and continue to learn. The next Upper School Principal will continue to set high expectations while leading with the empathy, respect, and support that allows the Upper School team to provide the best possible experience for students.



Qualifications and Personal Attributes

- Approachable and accessible: present in the life of the division – from classrooms, to playing fields, to performance spaces;
- Ability to have a finger on the pulse of the Upper School while not micromanaging;
- Significant and successful classroom teaching experience and a track record as an effective instructional leader;
- Empathy for the day-to-day demands of teaching;
- Genuine affection for and understanding of teenagers;
- Well-versed in and committed to equity and inclusion practices with experience in guiding students, colleagues, and parents in their growth in these spaces;
- Forthright and authentic: able to give adults concrete feedback to support professional development and programmatic excellence;
- Ability to manage difficult conversations with grace and compassion;
- Open to feedback with the ability to be discerning and discreet;
- Humility and integrity;
- Strong communication skills – both verbal and written;
- Calm, clear, and kind.

Learn More

Click on the links below to learn more about St. Margaret's Episcopal School..

[School Website](#)

[Equity and Inclusion](#)

[School History](#)

[College Matriculation](#)

[Strategic Plan](#)

[About San Juan Capistrano, California](#)

[Virtual Campus Tour](#)



To Apply

Review of candidate materials will begin immediately. Interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this position;
- A current resumé.

Selected candidates will also be asked to provide the following:

- Responses to writing prompts;
- A statement of educational philosophy OR a piece of professional writing like a speech, article, letter or blog post;
- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission).

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