



Tustin, California

# Principal

Search Prospectus

July 2026



**315  
STUDENTS**



**16:1 STUDENT-TO-  
FACULTY RATIO**



**50 FACULTY  
& STAFF**



**65+ YEARS OF  
CATHOLIC EDUCATION**



**78% CATHOLIC  
STUDENTS**



**WCEA/WASC  
ACCREDITATION**



**10 CO-CURRICULARS  
12 CLUBS**



**14 CAMPUS  
ACRES**



## About Saint Jeanne de Lestonnac Catholic School

Located in Tustin, Saint Jeanne de Lestonnac Catholic School serves students from preschool through eighth grade within a nurturing, faith-filled environment. Founded in 1961, the school has grown from a small early childhood program into a thriving educational community with a long-standing tradition of strong parent partnership, and faith-centered formation. The school is owned and operated by the Sisters of the Company of Mary and reflects their enduring commitment to Catholic education and the formation of young people.

## Mission

Saint Jeanne de Lestonnac Catholic School, in the spirit of the Company of Mary, is an apostolic educational community dedicated to forming students in a personal relationship with Jesus Christ. Through a rigorous, mastery-based curriculum and a culture of discernment, we guide students in the pursuit of truth, cultivating intellectual growth, moral integrity, and a life rooted in Gospel values all for the Greater Glory of God.

## Vision

We envision a Christ-centered community where relationships with Jesus Christ flourish and students are formed in truth, discernment, and love. Inspired by the Signa Pedagogical Model of the Company of Mary and the Unitas Evangelical Model, we aspire to be a school where educators and families walk together in faithful partnership, nurturing the spiritual, moral, intellectual, and human development of each child. Here, each student is known, supported, and challenged to realize their full potential, growing in knowledge, integrity, and faith. Rooted in the Gospel, our students emerge with confidence, purpose, and a spirit of service, prepared to reflect Christ in the world.



## Values

- Faith in Jesus Christ: A living, personal relationship with Jesus Christ is at the heart of the educational mission. Faith is not only taught, but encountered, nurtured, and lived in daily school life.
- Excellence: We are dedicated to providing a challenging and engaging curriculum that promotes academic excellence and personal growth.
- Dignity of the Person: We believe each student is created in the image of God and is known, valued, and accompanied.
- Community and Relationship: We value the partnership between students, families, educators, and the community in creating a successful learning environment.
- Transformation and Growth: We embrace new ideas and approaches to teaching and learning that prepare our students for the challenges certain to the future.
- Joyful Service and Generosity: Inspired by Mary, we believe students are called to lives of service marked by humility, generosity, and joyful self-gift to others.

Saint Jeanne de Lestonnac Catholic School forms students through a mission rooted in faith, learning, and service, expressed in its guiding principle: "Learning for Life, Growing in Faith, Serving with Purpose." Inspired by the charism of the Sisters of the Company of Mary, the school fosters a Christ-centered community grounded in Catholic values and dedicated to preparing students to become thoughtful leaders in service to others. This mission is brought to life through a commitment to academic rigor, the formation of the whole child, the development of personal responsibility, and the cultivation of compassion and global awareness. The enduring presence of the Sisters, in partnership with a devoted lay faculty, ensures that the founding vision of Saint Jeanne de Lestonnac remains deeply woven into the daily life and culture of the school.

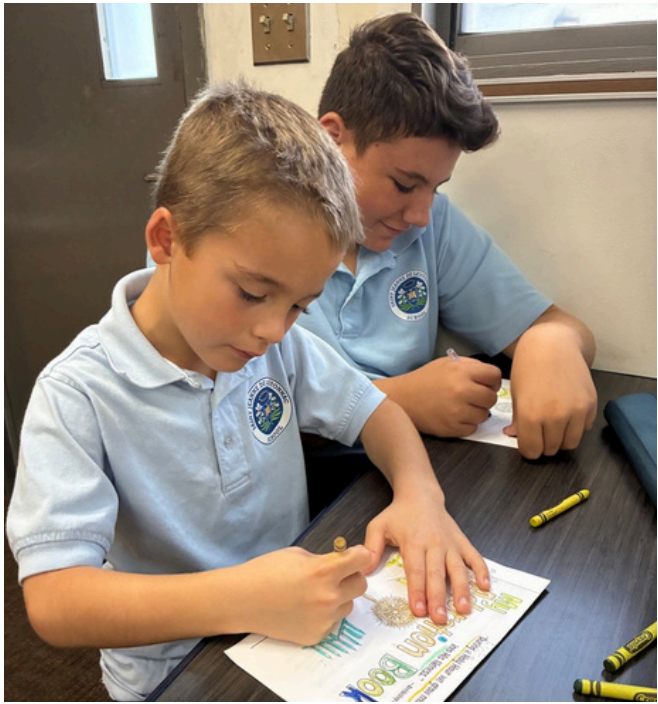


## Academic Program

The Company of Mary Pedagogical Model (SIGNA) reflects more than 400 years of educational tradition inspired by Saint Jeanne de Lestonnac. Its central focus is the formation of the whole person through personalized education, rooted in Christian humanism, and aimed at transforming both the individual and society. Guided by values such as humility, simplicity, compassion, and joy, this model places the student at the heart of the learning process. It embraces a global vision that responds to contemporary challenges—cultural diversity, technological advancements, and social responsibility—while maintaining fidelity to its mission of offering education that integrates faith, justice, culture, and care for creation.

The model emphasizes personalized learning, where each student is seen as a unique individual called to develop their potential through experiences that foster autonomy, critical thinking, creativity, and collaborative learning. Teachers act as mentors and facilitators, guiding students through active and meaningful educational experiences that encourage inquiry, reflection, and application of knowledge to real-life contexts. Families are recognized as primary educators and are invited to collaborate closely with schools, creating a holistic educational community that cultivates values, emotional intelligence, intercultural understanding, and ethical responsibility.

Finally, SIGNA promotes innovative methodologies such as project-based, problem-based, and challenge-based learning, experiential and service learning, STEAM integration, cooperative learning, and personalized assessments. The model also encourages flexible curricula, inclusion, and attention to diversity, with learning environments that are open to the world and responsive to social and environmental realities. Complemented by enrichment programs in emotional education, entrepreneurship, multilingual formation, and community engagement, the Company of Mary educational project seeks to form hopeful, competent, and committed global citizens who live their faith in service to the common good.



## Faith Formation & Catholic Identity

Faith is central to every aspect of school life. Students are formed through daily prayer and religious instruction, participation in liturgy and sacramental life, service opportunities rooted in Gospel values. Saint Jeanne Catholic School seeks to cultivate a culture that fosters a personal relationship with Jesus Christ in each student. The school intentionally integrates faith into both curriculum and community life, ensuring Catholic identity is lived, not simply taught.

## Student Experience

Students are formed holistically through opportunities that extend beyond the classroom:

- Fine arts, including creative and performance-based programs
- Athletics that promote teamwork, discipline, and sportsmanship
- Co-curricular activities that foster leadership and service
- Emphasis on personal growth, resilience, and character

The school environment is intentionally designed to be nurturing, structured, and growth-oriented, helping students develop maturity, confidence, and self-discipline.

## Community & Culture

Saint Jeanne de Lestonnac is deeply committed to partnership with parents, recognizing the family as the primary educator. The school fosters a collaborative and communicative culture with families, creating a welcoming and inclusive environment that celebrates diversity, united in a strong sense of belonging and shared mission.



## Position Overview

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.



## Essential Duties & Responsibilities

### Mission and Religious Charism

- Ensures an environment that expresses our Roman Catholic Identity and the Company of Mary traditions and values.
- Supports and promotes the unique vision of the educational charism of the Order, faithful to its historical longevity and global perspective.
- Encourages understanding of the charism to faculty, staff, students, and families, highlighting its history and present-day relevance, in the spirituality of Jeanne de Lestonnac and living out the school tenets.
- Acts as a liaison with the Diocese of Orange, other schools and institutions.
- Promotes the educational vision and opportunities within the larger community, fostering strong public relations and community identity for the school.
- Builds and maintains positive relationships among the internal and external constituencies of the school.
- Fosters a close and collaborative relationship with the pastors of the local parishes.
- Supports the school's marketing and advancement policies and practices related to admissions, recruitment, retention, and alumni outreach.

### Community Relations

- Supports the school public relations in collaboration with the representative of the Order and the staff.
- Interprets to the parents and the community at large the philosophy, policies and regulations, and religious and educational programs of the school.
- Plans and regulates certain public activities involving staff, students or school, the public, and other organizations or school systems.
- Works in conjunction with the central office to develop continuity of programs.
- Builds parent communication with faculty and encourages parent-teacher-student interactions.
- Communicates the values, needs, efforts, and accomplishments of the school to the total community.

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## School Administration

- Organizes and coordinates for optimum educational effectiveness through various activities and efforts of all school personnel: administrative, instructional, and custodial.
- Pursues continual improvement of rigorous Christian humanist instructional program through presentation of in-service opportunities, unique educational innovations, personnel evaluations, and department meetings.
- Provides for the development and review of a total curriculum through the lens of the Company of Mary charism emphasizing whole-child development, accompaniment, and Christian humanism which integrates the students' intellectual, religious, social, emotional, and physical growth in the light of the Gospel mindful of the purpose to bring hearts and souls closer to Christ.
- Establishes norms and procedures of accountability and evaluation within the school and in relation to the larger community.
- Partners effectively with the Home and School Board, and the Consultative School board.
- Supports and executes the policies and regulations of the Sisters of the Company of Mary, Our Lady, and the Diocese of Orange.
- Formulates and enforces appropriate local regulations that are in harmony with the Order's policies and with diocesan policy and regulations.
- Plans and implements local observance of state, civic, diocesan department, and local regulations, especially those pertaining to health, safety, and emergency procedures for staff and students.
- Maintains essential records on staff, students, and programs that are adequate and up-to-date.
- Prepares reports required by the Superintendent of Catholic Schools or the Department of Education (as required) promptly and accurately on the forms provided.



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- Develops home and school relationships and parent/community involvement in school programs:
    - Conferences with individual parents
    - Meetings with parent groups
    - Meetings with students
    - Fund-raising committees
  - Ensures the health and safety of the students, faculty, and staff by providing a safe learning environment.
  - Conducts emergency drills and keeps a record of them.
  - Supervises the daily operation and maintenance of the school.
  - Ensures and maintains all components of the school's dual accreditation with WCEA and WASC.
  - Ensures curriculum developed follows Preschool Guidelines, State and National Standards, USCCB Framework for Religious Education, NSBECS.

### **School Business**

- Proposes and reviews the school budget and sets budgetary priorities for each school year.
- Plans and oversees the expenditure of budgeted funds for the school programs.
- Approves curricular and extracurricular expenditures.
- Supervises press releases and public communications materials.
- Develops and supports a stewardship model within the school community.



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## School Staff

- Recruits, employs, and assigns faculty and nonteaching personnel with appropriate responsibilities in support of the school's mission, values and character.
- Assists the faculty in achieving the school's goals through staff development, professional leadership, and formation through the Company of Mary and within diocesan requirements.
- Provides opportunities for ongoing catechetical and ministerial formation for faculty members.
- Maintains supervision and evaluation of teacher personnel and other staff members.
- Implements Diocesan and Company of Mary policies regarding the renewal and termination of contracts, agreements, employee benefits, absences, and leaves.
- Fosters faculty teamwork and whole school development that maximizes collaborative support of the mission through frequent faculty meetings and individual dialogue with teachers.
- Communicates regularly with faculty and staff through, email various team and department-level meetings.
- Provides professional growth, development, and evaluation of faculty and staff.



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## Students

- Partners with teachers, parents, and students to provide personalized education, and to observe and reinforce school regulations and good citizenship while maintaining character-centered discipline restorative justice practices.
- Provides/ensures adequate supervision of students during the school day and at school-sponsored activities on and off campus.
- Works with the counselors, teachers, parents, and students to support individualized academic success plans for students requiring accommodations due to learning challenges.
- Monitors students' academic progress.
- Nurtures students, through the Company of Mary charism of evangelizing by educating and educating by evangelizing, in their faith journey.



## Professional & Personal 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.



## Ideal Candidate Profile

The ideal candidate for Principal is a faith-filled, mission-driven leader who brings both fresh perspective and deep commitment to Catholic education. This person is a visible and engaged presence in the life of the school, known for building strong relationships and fostering a joyful, welcoming, and faith-centered community. A natural community builder, the successful candidate will be personable, approachable, and deeply invested in the students, faculty, and families entrusted to the school's care.

This leader will serve as a confident and compassionate shepherd who actively cultivates a strong culture of faith and ensures that the Catholic mission of the school is alive in its daily life, traditions, and relationships. The ideal candidate is also an advocate – for students, for faculty and staff, for the school's mission, and for the long-term vitality of the institution.

Professionally, the strongest candidate will bring meaningful teaching experience and a clear understanding of excellence in curriculum, instruction, and student formation. At the same time, this leader will possess the energy and vision to galvanize others around shared goals, inspire trust, and move the school forward with clarity and purpose. The school seeks a principal who can lead with both heart and competence: someone who understands school operations, demonstrates sound business acumen, and is attentive to strategy, sustainability, and growth.

The ideal candidate will also understand that school leadership today requires strong external engagement and visibility . This includes the ability to support the recruitment of new families, strengthen the school's visibility in the broader community, and engage effectively in marketing, networking, and relationship-building efforts that advance the school's mission and reputation.

Above all, the next Principal will be a compelling, mission-centered leader who can unite people, build confidence, and lead the school into its next chapter with faith, warmth, and vision.



## Opportunities & Strategic Priorities

The next Principal will have the opportunity to build upon a strong foundation while leading the school into its next chapter.

Key priorities include:

- Strengthening Academic Excellence
- Continue to refine curriculum and instructional practices to ensure high levels of student achievement
- Deepening Catholic Identity
- Further integrate faith into all aspects of the student experience
- Enhancing Enrollment & Visibility
- Articulate and promote the school's value within a competitive Orange County market
- Advancing PK–8 Alignment
- Ensure a cohesive and seamless educational journey across all grade levels
- Fostering Community Engagement
- Strengthen partnerships with families and alumni

STATUS: Full-time, exempt

SALARY RANGE: \$90K–\$115k initial range; actual compensation may vary depending on qualifications and experience.

REPORTS TO: The Order of the Company of Mary's Provincial Team, and its representative at the school.



## About the Area

Located in Tustin, the community offers an exceptional quality of life for both families and professionals. Known for its safe, family-friendly neighborhoods, Tustin provides convenient access to Southern California's beaches, mountains, and major metropolitan areas. The region is enriched by strong Catholic parish and school communities, alongside a vibrant cultural and economic landscape. Together, these qualities create an ideal environment for a leader seeking both meaningful professional impact and a fulfilling personal life.



## Application Procedure

To apply, please submit the following four documents as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)

 **APPLY NOW**



### ***Interested in this opportunity? Contact:***

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