



ST. MARGARET'S
EPISCOPAL SCHOOL



**ASSISTANT HEAD OF SCHOOL
FOR STRATEGIC INITIATIVES**
Start Date: July 2027

St. Margaret's Episcopal School
San Juan Capistrano, California | [smes.org](https://www.smes.org)



**Carney
Sandoe**
& ASSOCIATES

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.

At a Glance



1979
established



1,234
total enrollment



54%
students of color



132
total faculty



56%
faculty with
advanced degrees



8:1
student-faculty ratio



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, equity and inclusion, and high expectations. While the landscape of education has changed over the last five decades, the school's mission and core values have remained constant. An example of that can be found in the stability of the school's leadership, as well. Dr. Jeneen Graham, who was appointed Head of School at SMES in 2023, has been employed at the school since 2012, first as the school's Academic Dean, then as Upper School Principal. And she is only the school's 5th Head of School in its 47-year history. There is similar stability in the senior leadership team, and the school is excited about going "from strength to strength" with this search.

The Assistant Head of School for Strategic Initiatives is a senior administrative role at the school. This leader advances institutional priorities and translates the vision of the Head of School and St. Margaret's strategic plan into coordinated, measurable action. Working closely with the Head of School and school leadership, the Assistant Head for Strategic Initiatives provides leadership across divisions and departments to move complex initiatives from strategy through implementation while fostering collaboration, accountability, and alignment with the School's mission and core values. The Assistant Head serves as a strategic thought partner to the Head of School, leads and supports high-priority school-wide initiatives, develops partnerships that advance institutional goals, and helps ensure effective coordination and communication across the Professional Community. The person in this role may be asked to provide leadership and oversight for designated programs, departments, or employees, as determined by the Head of School.



ESSENTIAL DUTIES

Strategic Leadership and Implementation

- Provide leadership for the implementation of the School's strategic plan and other institutional priorities established by the Head of School and Board of Trustees, translating strategic goals into actionable plans, timelines, resource needs, and measurable outcomes.
- Partner with school leaders to establish priorities, coordinate cross-functional initiatives, monitor progress, identify barriers, and maintain accountability for successful implementation.
- Evaluate emerging opportunities and organizational needs and provide recommendations to the Head of School regarding strategic priorities, resource allocation, and program development.
- Develop systems and processes that support effective execution, assessment, and continuous improvement of strategic initiatives.

Institutional Initiatives and Community Impact

- Lead and coordinate designated school-wide initiatives that advance the School's mission, educational program, and strategic priorities.
- Provide leadership for efforts that strengthen belonging, cultural competency, community engagement, and an inclusive school environment.
- Support the coordination and continued development of service learning and community engagement initiatives in partnership with divisional and program leaders.
- Identify opportunities to strengthen connections among academic programs, student experiences, community partnerships, and broader institutional priorities.



Communication and Organizational Alignment

- Serve as a key communicator regarding strategic initiatives, providing clear and timely updates to the Board of Trustees, Professional Community, school leadership, families, and other constituencies as appropriate.
- Facilitate collaboration among divisions, departments, committees, and leadership teams to ensure alignment around institutional goals and priorities.
- Develop presentations, reports, communications, and other resources that articulate progress, outcomes, and future priorities.
- Lead or facilitate administrative retreats, leadership meetings, planning sessions, and other collaborative processes as assigned by the Head of School.

Leadership, Partnership, and Institutional Support

- Represent St. Margaret's in developing and maintaining strategic partnerships with educational institutions, community organizations, industry partners, and other external entities.
- Provide leadership, coaching, and supervision to designated employees, departments, programs, or project teams as assigned by the Head of School.
- Serve as a member of the School's senior leadership team and contribute to institutional decision-making, planning, and problem-solving.
- Assume designated leadership responsibilities on behalf of the Head of School during emergencies, crises, or other circumstances as directed, and perform additional related duties as required.



\$5.8M
financial aid
awarded



18.5%
students receiving
aid



\$35M
endowment



\$55M
operating budget



25 acres
campus size

QUALIFICATIONS AND PERSONAL ATTRIBUTES



Required

- Advanced degree (Master's level or higher) in Education, Educational Leadership, or a related field.
- Minimum of 10 years of successful school leadership experience, including at the senior administrative level.
- Demonstrated success in strategic planning, faculty leadership, and institutional advancement.
- Exceptional interpersonal, communication, and decision-making skills.
- Experience fostering inclusive school communities.
- Ability to successfully complete and maintain a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint-based background clearance as a condition of employment.

Preferred

- Experience leading an independent school or Episcopal institution.
- Understanding of PreK–12 program design and development.
- Proven record of fundraising and board partnership.

LEARN MORE

- [School Website](#)
- [Tartans Thrive](#)
- [Virtual Campus Tour](#)
- [Equity and Inclusion](#)
- [College Matriculation](#)
- [About San Juan Capistrano, California](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

JOHN FAUBERT

Consultant

john.faubert@carneysandoe.com

KAREN WHITAKER

Senior Consultant

karen.whitaker@carneysandoe.com

The full-time salary range for this position is \$220,000-\$260,000. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.



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