

# POSITION STATEMENT

# SAINT MONICA PREPARATORY

SANTA MONICA, CALIFORNIA



PRINCIPAL SEARCH  
START DATE: JULY 1, 2026





## OVERVIEW

Just seven blocks from the Pacific Ocean, in the heart of Santa Monica, stands a Catholic school with deep roots and renewed purpose. Saint Monica Preparatory is now seeking a TK–12 Principal to help lead the school with innovation and excellence into its next chapter.

Saint Monica Preparatory is a coeducational TK–12 parish school serving 600 students in one of Southern California’s most dynamic coastal communities. Rooted in St. Monica Catholic Community, widely recognized as one of the most vibrant parishes in the country, the school carries forward a strong tradition of faith and engagement. Faculty, staff, and families are drawn to SMPREP because it is a close-knit community anchored in faith, intellectual curiosity, and the belief that education shapes both character and destiny.

The school’s history stretches back to 1899, when the Sisters of the Holy Names of Jesus and Mary first established Catholic education in the parish. In 1930, the elementary school

moved to its current site, and in 1937, the secondary school opened. For decades, these schools flourished side by side. In 2022, they formally united as Saint Monica Preparatory, becoming one TK–12 community with a shared mission and a renewed sense of possibility.

Today, SMPREP reflects the diversity and vitality of Los Angeles. The school remains deeply rooted in its Catholic mission while welcoming students from varied backgrounds and preparing them for lives of purpose and leadership.

There is a clear sense that Saint Monica Preparatory is entering a new chapter. With strong energy surrounding the school’s new President and strategic investments underway, SMPREP is strengthening its academic and institutional foundations. The recent opening of six renovated STEM labs, campus enhancements, expanded professional development, and a state-of-the-art auditorium debuting this spring reflect a community investing confidently in its future and advancing its vision for a fully integrated TK–12 experience.

# WHY THIS ROLE AND WHY NOW?

Saint Monica Preparatory stands at a defining moment in its evolution. With the school's unification now firmly established as it nears its 100th year and the appointment of Dr. Erin Luby as President, Saint Monica Preparatory is poised to deepen its identity as one cohesive TK-12 school. The structural merger created alignment in name and governance; the deeper opportunity now is to realize that unity in practice through shared expectations, codified systems, collaborative faculty culture, and a consistent student experience from Transitional Kindergarten through graduation.

The creation of a TK-12 Principal marks a deliberate next step in that work. Historically, Lower and Upper School divisions operated with separate leadership structures. That model served each division well. Today, the school's commitment to a unified identity calls for a single academic leader who can strengthen coherence across grade levels while honoring the traditions that define each.



This moment reflects growth and institutional maturity. SMPREP serves a richly diverse student body in a competitive educational landscape. Families expect academic excellence, clarity of mission, and visible leadership. The school's commitment to accessibility underscores the importance of disciplined systems and thoughtful instructional oversight.

The current accreditation cycle provides a natural horizon for strengthening alignment across the TK-12 continuum, and the Principal will be central to that preparation. With presidential leadership established and renewed momentum across the school, the time is right to elevate and unify academic leadership. Led well, this role will reinforce the school's vibrant Catholic identity, embrace a relevant and innovative academic model, develop leadership potential across all levels, and fully realize the promise of one school serving students across fourteen formative years.

## MISSION AND PILLARS

“Guided by Catholic values, Saint Monica Preparatory’s mission is to encourage and develop innovative thinkers who become value-led leaders and advocates for a socially just and inclusive society.” This mission is lived within a close-knit community where students and adults learn together in a climate that fosters understanding and belonging. The culture of the school is shaped by three guiding pillars: Inquisitive in Scholarship, Courageous in Action, and Anchored in Solidarity. Together, these pillars give expression to the school's mission and define the character of the student experience.

Students are challenged to pursue academic excellence with intellectual rigor and curiosity. They are encouraged to think critically, to take thoughtful risks, and to engage purposefully with and for others. Through their experiences in the classroom, in co-curricular life, and in service, they are formed as principled leaders who reflect carefully on their responsibilities in the world and act with intention grounded in faith and values. For more on the school's Pillars, see [here](#).



## THE TK-12 ACADEMIC EXPERIENCE

As one unified school, SMPREP offers a cohesive and comprehensive learning environment where students are known, challenged, and supported.

Learning extends beyond the traditional classroom to the lab, the stage, the athletic field, the parish, and the wider community. Students are encouraged to learn by doing, whether through hands-on exploration in the Makerspace, experiential opportunities during Wintersession, project-based learning experiences, or participation in global travel programs. Academic rigor is grounded in holistic student formation, with equal attention to intellectual growth, leadership development, spiritual life, and service to others.

Students cultivate leadership through co-curricular involvement, deepen compassion through meaningful service experiences, and grow together as a faith community through shared TK-12 liturgies and school Masses.

- The Lower School builds foundational skills while fostering curiosity and resilience.
- The Middle School encourages independence and accountability alongside increasing academic challenge.
- The Upper School delivers a rigorous college-preparatory program that includes honors and Advanced Placement coursework, supported by strong programs in the arts, athletics, campus ministry, and experiential learning.

For complete information on Saint Monica Preparatory's academic, arts, athletics, experiential education, global partnership and spiritual formation programs, please click [here](#).

## GOVERNANCE AND INSTITUTIONAL CONTEXT

Saint Monica Preparatory operates under the auspices of the Archdiocese of Los Angeles and as the largest ministry of the St. Monica Catholic Community. The President is hired by and accountable to the Pastor and Board Chair and works in collaboration with a dedicated and talented Board.

The Board, currently comprised of 16 total members and advisors, focuses on policy matters related to the excellence and vitality of Catholic education at SMPREP.

The Principal reports directly to the President and serves as the school's chief academic and operational leader.

# FAST FACTS

<b>Location:</b>	Santa Monica, CA
<b>Enrollment:</b>	600 students
<b>Grades Served:</b>	Transitional Kindergarten-Grade 12
<b>Merged as Saint Monica Preparatory (TK-12):</b>	2022
<b>Students Identifying as Catholic:</b>	67%
<b>Students of Color:</b>	60%
<b>Accreditation:</b>	WCEA, WASC



## THE POSITION

Saint Monica Preparatory seeks an experienced school leader to serve as its inaugural TK–12 Principal. As the school moves into an exciting new chapter in its nearly one-hundred-year history, this role is designed to partner closely with the President in providing unified leadership of the entire student experience, from academics and co-curricular life to culture and operations. The Principal will work directly with administrators and faculty to ensure clarity, alignment, and excellence across the school while leading a devoted and student-centered community with steadiness and vision.

The Principal will oversee the daily operations of the program, working hand in hand with the President to ensure excellence in all areas of student formation. The Principal will serve as the chief academic leader of the school, guiding instructional practice, supervising faculty, strengthening school-wide systems, and ensuring that Catholic identity is woven meaningfully throughout the student experience.

Previously, the Lower School and Upper School were led by separate principals. This newly structured role reflects the school's commitment to exploring relevant new models that will best allow it to deliver on its mission. The Principal will be responsible for ensuring coherence across divisions while honoring the traditions and strengths that define each level.

**Responsibilities include, but are not limited to:**

- Serving as a strategic partner to the President and representing the President at designated events and functions.
- Providing unified leadership of the TK–12 academic program, including oversight of scope and sequence, curriculum alignment, instructional practice, and holistic student formation.
- Recruiting, hiring, onboarding, supporting, evaluating, and retaining faculty across all fourteen grade levels, while overseeing a coherent TK–12 faculty support and evaluation system.
- Supporting professional development planning and programming for faculty and staff.
- Supervising and supporting divisional leaders and other direct reports with TK–12 responsibilities, as determined in partnership with the President.

- Guiding the school through accreditation processes and institutional self-study, positioning the community for a successful visiting team review and future strategic planning.
- Ensuring that the school's Catholic identity is prioritized and infused into the school across programs, divisions, and culture.
- Modeling and promoting a culture of inclusion, equity, and belonging.
- Serving as a visible and engaged leader, building strong relationships with students, faculty, staff, and families.
- Acting as a key spokesperson for the school, communicating values, priorities, and achievements to internal and external audiences.
- Partnering with Advancement, Admissions, and Communications to support enrollment, development, and institutional initiatives.
- Ensuring smooth school operations in the President's absence and strengthening systems and structures that promote clarity, accountability, and alignment across grade levels.
- Other responsibilities as designated by the President.





## KEY QUALIFICATIONS AND QUALITIES

The School seeks an experienced administrator with depth in curriculum and instructional leadership, strong organizational judgment, communication skills and the emotional intelligence to build trust across divisions. This person will be a practicing Catholic and a mission-driven educational leader. The ideal candidate will combine steadiness with vision, honoring institutional strengths while guiding thoughtful, mission-aligned growth. Key qualifications and qualities include but are not limited to:

- A master's degree in educational leadership, school administration, or a related field is required
- A mission-driven leader committed to the mission of Catholic education and to participating fully in the spiritual life of the school and parish communities.
- Senior leadership and teaching experience in a dynamic and complex school environment.
- Ability to manage competing demands and adapt to frequent or unexpected changes.

- A stellar communicator in writing and public speaking and with all constituencies; an empathetic listener.
- A systems thinker who can manage processes and teams to deliver multifaceted projects; strong with both the big picture and the details.
- Demonstrated commitment to and experience with supporting an equitable and inclusive school culture.
- A consensus builder who seeks input and stands by decisions.
- An engaged, visible presence with students, faculty, staff, and parents.
- A collaborative, transparent, authentic, empathic, humble, and joyful leader.

## SALARY RANGE AND BENEFITS

The anticipated salary range for this role is \$160,000-\$190,000. Compensation slightly above this range may be considered for candidates with exceptional experience. SMPREP offers a comprehensive benefits package including a retirement plan with employer contribution, comprehensive insurance benefits, and support for professional growth.



## APPLICATION PROCESS

Candidates interested in applying to become Saint Monica's inaugural TK-12 Principal may apply online at: <https://rg175/candidate/signup>. The application should include:

- Cover letter
- Resume
- Personal statement or Educational Philosophy

Applications must be submitted by March 22, 2026, for a July 1, 2026, start date. While the school's goal is to appoint a permanent Principal for the 2026–27 school year, it is prepared to implement an interim leadership plan if needed to ensure continuity. Review of candidates will begin immediately and continue on a rolling basis; early applications are encouraged.

For an initial inquiry or to nominate a potential candidate for this exciting leadership position, please contact: Steve Morris, [steve.morris@rg175.com](mailto:steve.morris@rg175.com)