

LEPORT MONTESSORI, part of the Spring Education Group family of schools, is seeking a Head of School to oversee campus operations. The Head of School exercises discretion and independent judgment to run his or her particular campus, ensure that the students at the campus receive the best possible education, and give all an all-around excellent experience at LePort Montessori. He or she is in charge of parent outreach and of ensuring the campus grows and/or remains consistently at full enrollment.

Location: Orchard Hills campus (3983 Portola Parkway, Irvine, CA 92602)

Job Responsibilities include....

Teacher Management & Academic Quality
Administrative Supervision & Internal Communication
Hiring
Facilities
Parent Communication & Customer Service
Outreach

The Perks....

Full benefits package
Paid time off
Employee Tuition Discount
Tuition Reimbursement
Positive work culture
Opportunities for growth

It Takes a Village....

We are more than just a school - we are a community! Our goal is to uplift each other, work together, and uphold the educational standards Maria Montessori pioneered over 114 years ago. We believe in a holistic approach to Montessori education, combining academics, practical life, sensorial exercises and mixed age groups, allowing each child to express their unique gifts, interests and abilities. We embrace a culture of care....*grace, courtesy and respect* is at the core of everything we do!

The Essentials...

- Experience with the Montessori philosophy of education required
- Montessori Certification preferred
- Substantive leadership / management experience (school leadership experience strongly preferred)
- School administration or other operations experience, with developed ability to solve complex operational problems

- Ability to establish and actively maintain a strong, positive campus culture, orienting team members around our educational vision and inspiring them to achieve it in practice
- Passion for the Montessori philosophy of education, actively pursued and nurtured
- Dedication to quality and service to each individual child and family
- Excellent verbal and written communication skills
- Facility with computer systems
- Growth mindset and problem-solving approach
- Ability to embrace and exemplify LePort Montessori's "Core Values"
- Must successfully clear criminal background without exemption.
- Must be at least 18 years of age.
- Must have a minimum of a high school diploma.
- BA degree preferred or equivalent experience
- Complies with all state education and licensing standards and maintains validation of credentials for the position (i.e. professional development).

But Wait, There's More...

- LePort Montessori: <https://www.leportschools.com>
- Spring Education Group: <https://www.springeducationgroup.com/>