

# Montessori Head of School - Montgomery, AL

The Montessori School at Hampstead (MSH) Board of Trustees, in Montgomery, Alabama, is seeking an experienced, energetic, organized, full-time school administrator that is passionate about the Montessori method to join our team as Head of School no later than Summer 2017. The ideal start date for this role is April 2017; however, we are willing to be flexible on this date for the right candidate. Our current Head of School and his family will be relocating at the end of this school year.

MSH, is a board-run, non-profit, independent school offering students in central Alabama an exceptional education based on proven Montessori principles and philosophy. We currently have 100 students across Nido, Early Childhood, Primary, and Elementary (1st through 6th grade) programs. The MSH staff works together as a team and has fun while educating our children. We have a wonderful community of students and parents located in a beautiful neighborhood development in Montgomery, Alabama.

MSH is governed by a dedicated Board of Directors and began operations in August 2011. As such, the school continues to grow and develop. MSH seeks to develop tomorrow's leaders by encouraging critical thinking through an experiential curriculum that focuses on stewardship, peace, and global studies.

It is our mission to provide a supportive classroom environment where students can develop a love of learning, high self-esteem, empathy for a diverse world, and a strong understanding of core skills that extends beyond rote learning. Our formal, integrated curriculum affords all students the opportunity to extend themselves when needed while also nurturing them through more challenging experiences. Students are encouraged to investigate, explore, and discover, and are guided toward independence and self-sufficiency. Our approach is responsive to individual learning preferences and fulfills our mission by allowing students to learn at their own, best pace under the guidance of excellent teachers in specially prepared, healthy, and sustainable surroundings.

In executing the responsibilities of the position, the Head of School lives out the core values of the school: integrity, respect, honest communication, transparency, compassion, empathy, teamwork, determination, community, competence, responsibility, and creativity.

The Head of School is the chief operating officer for the school and is appointed by and reports to the Board of Trustees. Below are the essential functions for the HOS:

**Board** – attends meetings, communicating relevant information to the Board and Constituent/Community Relations – interacts with all relevant MSH constituent groups, including parents and guardians, students, vendors, neighbors, military organizations, local educational communities, and staff, to build and strengthen relationships;

**Programs** – oversees the design, execution, and maintenance of all direct and indirect school programs.

**Enrollment** – recommends and collaborates with the Board and faculty to meet enrollment objectives;

**Staff** – cultivates and promotes an internal community that permits effective communication and smooth day-to-day operations; develops and administers programs, policies, standards, processes, procedures, and performance goals, while fostering a community of staff and faculty that ensures the mission of the school is maintained;

**Finance/Budgeting** – prepares, oversees, and is generally responsible for the school budget and all school finances;

**Planning/Analysis/Organization** – faculty;  
develops, implements, and leads all strategic planning;

**Fundraising** – organizes, develops, and solicits financial and in-kind support through fundraising efforts and opportunities;

**Institutional Image** – develops branding, represents the School and educates the public on its mission and programs; and

**Program and Service Support** – works with staff to create a safe, clean, and effective program while remaining abreast of trends and research in education with an eye toward continual improvement across all aspects of the school.

**You might be a great fit for MSH if you have:**

- A Master's degree or greater in a related field;
- Familiarity and experience with the Montessori philosophy;
- At least five years of administrative and supervisory experience leading successful teams;
- At least three years' experience in budgeting and finance administration;
- Exceptional communication skills;
- An apparent and passionate commitment to an authentic Montessori education, a deep understanding of its tenets, and an ability to advocate its benefits both internally and externally;
- A genuine interest in children and their intellectual and social development;
- An exceptional balance of confidence and competence necessary to lead and motivate.
- Experience as a leader and decision maker;
- Experience working with, being held accountable by, and reporting to a nonprofit Board of Directors;
- Exceptional comfort working with and leveraging technology to the benefit of the school and wider community;
- Experience as a successful fundraiser;
- Legal authorization to work in the United States;
- The ability to pass a DHR required medical exam for working with children; and
- A satisfactory Alabama DHR background check.

**In addition to these qualities, we are looking for someone who:**

- Energetically inspires continuous improvement;

- Believes in, supports, and lives the MSH mission and core values;
- Has an engaging, approachable, self-assured manner;
- Treats others with respect;
- Proactively builds and maintains positive relationships with peers, parents, students, and other community members;
- Displays a high level of professionalism;
- Responds calmly to stressful situations;
- Creates and promotes an environment of open and honest communication;
- Maintains high standards for personal performance;
- Seeks and acts on feedback for self-development;
- Takes accountability for mistakes and areas for improvement;
- Follows through on commitments in a timely manner; and
- Is resourceful and enthusiastic when approaching problems and other difficult situations.

If you are qualified and interested in this position and in joining our community, please submit a resume, a cover letter with salary requirements, and a statement of your educational philosophy to the Search Committee via email to [FindHOS@mshmontgomery.org](mailto:FindHOS@mshmontgomery.org). Please visit our website ([www.mshmontgomery.org](http://www.mshmontgomery.org)) and Facebook Page (<https://www.facebook.com/MontessoriatHampstead/>) for more information about our Montessori school.