

# LIGHTHOUSE MONTESSORI SCHOOL



Are you an experienced Primary Guide interested in leadership?

Lighthouse Montessori is looking for a new Primary Trained, Head of School to replace it's founder, who is moving on to pursue a career coaching parents. We are a **one classroom, year-round, all-day Children's House**. In our small school, the Head of School is ultimately responsible for all aspects of administration, supervises and guides in the classroom, & works closely with the Lead Teacher. Our current lead teacher will be staying, lending continuity to our children and parents.

At 5 years old, our school is healthy and stable. We have 100% enrollment every year, \$60K in the bank, and a trusting, involved parent community

.The Head of School is a full-time, salaried, twelve-month position. Salary is competitive and commensurate with qualifications and experience. Benefits include health insurance support, paid school year holidays, 4 weeks paid personal and vacation time, and a professional development allowance.

## Required Qualifications

**Education** related BS degree, AMS/AMI Primary Diploma

**Employment** 5+ years AMI/AMS Primary classroom experience with leadership experience preferred

**Communication:** Strong verbal and written communication, adult education and training experience preferred

**Fiduciary** Basic knowledge of accounting practices and math to perform/oversee simple financial duties

**Reasoning** Ability to analyze and make autonomous decisions, with accountability

**Relational:** Adept at interacting with Board, staff, parents, donors and community

## Desired Characteristics

Passionate proponent for **Montessori & Positive Discipline** approaches

Engaged, effective, transparent, and clear **communication**

Passionate advocacy & commitment to wellbeing of **children**

**Visionary leadership** through consensus building

**Coaching** by listening, empowering, & delegating

Ability to develop and maintain strong **relationships** with children, staff, parents, and community

Acting as articulate **ambassador** of the school to existing and prospective students and families

**Team**-building by supporting staff work/growth/development

Skilled **mediation** and commitment to peacefully resolving conflicts

Advocacy for diversity and **social justice**

## What's different about Lighthouse?

**Access to Outside Environment**- Students have access to our outside environment 6 out of 10.5 hours/day

**Dedication to Ongoing Growth:** All staff are supported with: in-house training, personal coaching from the Head of School, and outside trainings. We host monthly parent eds with committed parent attendance.

**We Talk to Each Other:** Every week, each staff member meets 1-on-1 with Head of School & Lead Teacher. We have bi-weekly staff meetings, bi-annual parent/teacher conference, and share record keeping and photos with parents. As a result, we have lots of trust with our staff and parents.

**Agility** - As a small community, we see and respond to problems quickly and with curiosity.

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## What's next?

**School Expansion** - Exploring the possibility of expanding to a new, larger campus in next 5 years

**Scholarship program** - Expanding our current fund (now at \$13K) and finding its first recipients

**Strategic Plan** - Working alongside the School Board to develop the next 5-year plan



<http://lighthousemontessori.com>

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