Role Description
Heartwood Montessori School seeks candidates for the position of Executive Director to begin in August 2020. We seek an energetic educational leader who is committed to the Montessori philosophy and eager to continue the school’s growth and development. We seek an individual who shares our vision and focus on students as well as our commitment to the school’s mission and to maintaining the culture that makes our school such an integral part of our community. The Director provides professional leadership for the school and carries out the broad educational policies set by the Board. The Director is also responsible for managing and evaluating all day-to-day operations of the school.

Vision
Nurturing the child is the hope for humankind.

Mission
Heartwood Montessori School grows community by empowering children through respect, independence, and discovery.

Professional Qualifications
- Bachelor’s degree required; Master’s degree in Education, Education Administration, or Business Administration preferred.
- Minimum of five years of classroom experience required.
- American Montessori Society (AMS) or Association Montessori Internationale (AMI) Teacher Credentials required.
- Experience managing staff preferred.

Leadership Qualities
- A leader who supports and motivates teachers and who is committed to continuing professional development.
- A leader with excellent administrative skills, including the ability to multitask and delegate as needed.
- The ability and enthusiasm to participate fully in community facing tasks, such as marketing and fundraising.
- Excellent community building and communication skills with the ability to understand and appreciate multiple perspectives.
Excellent ability to work collaboratively with staff, while still able to make decisions and set appropriate boundaries and guidelines.

- Outgoing and approachable to students, parents, faculty, and staff.
- An ambitious leader with the ability to achieve long-term, strategic goals.
- A strong commitment to honesty, ethical leadership, and inclusivity.

**Executive Director Duties and Responsibilities**

- Oversees day-to-day operation of the school: managing staff, arranging for substitutes/covering staffing gaps, managing the budget, and ordering supplies.
- Hires staff and oversees staff training.
- Ensures compliance with all applicable licensing codes and interfaces with DHS.
- Communicates with families and facilitates home-school relationships.
- Coordinates with lead teachers on any interventions necessary for the success of a particular child/children.
- Plans school calendar and organizes school events: Open Houses, Parent Education, and social gatherings.
- Partners with the school board on fundraising-strategic planning and execution.
- Oversees marketing and enrollment, including hosting observations/tours for prospective enrolling parents.
- Reports to the Board of Directors.

**Application Process**

If you are interested in the position of Executive Director at Heartwood Montessori School, please submit your application to heartwoodmontessori@gmail.com.

Applications should include:

- A cover letter detailing your interest in the position.
- A resume.
- A list of five references.
- Current salary and salary expectations.