



Head of School Search Stanton Montessori School

About Stanton Montessori School

Stanton Montessori School (SMS), founded in 1980, provides Primary, Elementary, and Adolescent Montessori education for our community. Located in Fishersville, Virginia, our teachers are AMI-trained. Operating as a non-profit entity with oversight by a Board of Trustees, the school is licensed by the Virginia Department of Social Services.

Throughout the pandemic, SMS has been managing both in-person and distance learning and childcare for its students.

For more information about SMS, please visit our website at www.stantonmontessori.org.

Mission Statement

Stanton Montessori School respects the mind, imagination, and spirit of each student. Grounded in the philosophy of Maria Montessori, we create an environment where children are empowered to fulfill their academic, personal, and social potential.

Opportunity Statement

SMS is seeking its next Head of School to join our community and help make the next forty years for the school as successful as the first forty have been. This person will be a true embodiment of Montessori philosophy and will foster an environment of grace, courtesy, inclusivity, and excitement. They will be a dynamic and collaborative leader, flexible and compassionate while managing the community's various stakeholders' needs. They will interact with a high degree of emotional intelligence, diplomacy, and tact while respecting and strengthening the organizational culture.

The ideal candidate has a passion for Montessori education, along with strong communication and creative problem-solving skills. They will have experience in leadership, enrollment, operations, and team-building in addition to the business aspects of management such as finance, marketing, facilities, budgeting, fundraising, and working with a Board. The candidate will be decisive and consistent, instilling a culture of accountability throughout the school. They will be the face of the school and will continue to build the reputation of the school in the community as an outstanding Montessori program. The candidate must have a passion for relating to, educating, and supporting children from 3 to eighteen years old.

Responsibilities also include tracking and complying with extensive licensing regulations and managing all personnel. The school typically has 120-135 students throughout the program; however, the COVID impact has brought that number closer to 100 students. There are seven classrooms: two primary, two lower elementary, one upper elementary, one lower adolescent, and one upper adolescent. The 2021-22 school year will see the first graduate from the upper adolescent program as a high school senior. In addition to the Head of School and their assistant, there are currently ten full-time members of the teaching staff (lead teachers and their assistants), three part-time members of the teaching staff for the adolescent program, and two members of the childcare team.

The Head of School reports to the Board of Trustees. Their primary responsibilities are to support the school and Montessori philosophy, ensure the school's financial solvency, approve the annual budget, and hire/support the Head of School. Various parent committees assist with activities such as event planning, fundraising, facilities, and maintenance.

The Head of School is a year-round position, including summer, and the contracted year runs from July 1st through June 30th. For 2021, this position will start prior to that date, ideally in May 2021, but that is negotiable.

Qualifications

The successful applicant will have the following qualifications:

- Knowledge and experience in the education field with training and/or deep familiarity with Montessori education
- Five years or more of leadership experience in a school/educational environment
- Montessori credentials highly desired with preference for AMI diploma. If not credentialed, candidates must demonstrate that they meet [Virginia's Program Director requirements](#).

- B.A. at minimum with a preference for advanced degrees in education or a related field

Application process

Interested candidates will submit the following documents to the Search Committee via email at search@stauntonmontessori.org, and the hiring progress can be tracked at <https://stauntonmontessori.org/admin-search>. Throughout the search process, each candidate's engagement with the search will be kept confidential.

Applicants are strongly encouraged to apply before January 15th, 2021.

- Cover letter addressed to the Search Committee expressing interest and qualifications for the position.
- Current resume
- Salary requirements
- One-page statement of educational or leadership philosophy and practice
- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission)
- Other documents may be required later in the process.