Start Date for this position: June of 2024.

About Us

Located in the heart of the Dallas/Fort Worth metroplex, Southlake Montessori is committed to providing an authentic, AMI Montessori experience for children ages 3 to 12 years. Our small school environment provides opportunity for a motivated and engaged Head of School to be an active leader in its growth. Our new Head of School will be supported by a strong board, staff, and parent community.

Responsibilities

* Support the provision of a high-quality AMI Montessori experience for our students, staff, and parent community.
* As needed, hire and train staff to ensure their understanding of the policies and practices at Southlake Montessori.
* Observe, evaluate, and support staff as needed in performing their responsibilities at the highest level.
* Set, monitor, and adhere to the school budget.
* Create and promote activities which educate about Montessori and/or build community both within the Southlake Montessori community as well as the greater community outside of the school.
* Effectively engage with outside services used by Southlake Montessori in the running of school operations.
* Appropriately increase enrollment with a focus on families that understand and desire a Montessori education for their children.
* Accountable for school performance and monthly reporting to the Board of Directors.

Skills

* Must have good leadership and interpersonal skills.
* Should have excellent verbal and written communication skills.
* Possesses exceptional planning and multi-tasking skills.
* Has an outstanding ability to work alone and under pressure.
* Should have exemplary problem-solving, decision-making, and organizational skills.
* Must be resourceful, patient, goal-driven, detail-oriented, and adaptable.

Qualifications

* At least 3 years of experience as an Administrator of an AMI recognized school, or as an AMI Lead Teacher.
* An AMI diploma or an AMI Administrator's Certificate is preferred but not required.
* Proficiency with QuickBooks Online, Excel and Constant Contact preferred but not required.

Benefits

* Salary commensurate with experience.
* Paid personal, sick, holiday and vacation days.
* Simple IRA matching benefit once eligible.

Interested??? Contact Debby Riordan, Director of Pedagogy at driordan@southlakemontessori.org.