



## Job Description: Head of School

Located in the heart of the Rosewood Community of Columbia, South Carolina, The Montessori School of Columbia (MSC) offers an authentic Montessori education that challenges students academically and fosters each child's social, emotional, and intellectual growth in order to prepare them to serve as responsible citizens of the greater community. MSC just celebrated our 40th year. We currently serve approximately 140 students, ages 3-12, in six classes on a quaint, 3-acre campus.

At MSC, we strive to develop the unique capabilities of each child. Guided by the work of Dr. Maria Montessori and informed by current research, our committed staff honors the natural curiosity of children. Our academically rigorous, self-paced curriculum allows children to work according to their own developmental levels. MSC is proudly the only dual accredited school in South Carolina, holding accreditation from both SAIS (Serving and Accrediting Independent Schools) and AMS (American Montessori Society).

## Position Overview:

We are seeking a Head of School who embodies the core values and philosophy of Montessori education. The ideal candidate will have extensive experience as both a Montessori teacher and administrator. This individual will lead our school community with integrity, vision, and a deep understanding of Montessori pedagogy, while also demonstrating strong leadership in areas such as academics, administration, admissions, development, facilities, finance, and human resources.

The Head of School will foster a supportive and inclusive school community where students, families, teachers, and staff feel valued, respected, and engaged. Working closely with the Board of Trustees, in addition to ensuring academic excellence, the Head of School will prioritize student and staff retention, developing initiatives to enhance the overall experience and well-being of all members of the school community.

## Key Responsibilities:

- Provide visionary leadership grounded in Montessori principles to ensure the overall success and growth of the school.

- Supervise and support faculty and staff in academics, admissions, development, facilities, finance, and HR, fostering a collaborative and high-performing team environment.
- Collaborate with the board and co-develop and communicate a strategic plan for the school's future, using data to inform decision-making and ensure buy-in.
- Engage with donors to secure financial support for the school and make sound financial decisions to ensure its long-term sustainability.
- Cultivate positive relationships with students, families, teachers, board members, and staff, inspiring a sense of community and shared purpose.
- Manage individuals and teams effectively, providing feedback, coaching, and opportunities for growth.
- Handle crises or emergencies calmly and effectively utilizing emergency management plans, prioritizing the safety and well-being of the school community.
- Ensure traditional Montessori approaches to education and learning are instilled in staff and implemented in the classroom, while also giving teachers autonomy to teach and cultivate their environments utilizing their individual styles.
- Demonstrate integrity, transparency, and fairness in decision-making, prioritizing the best interests of students and staff.
- Develop and execute staff and family retention plans, recognizing and addressing the needs of both groups.
- Communicate a clear vision for the school and implement effective communication strategies to engage stakeholders and build support.
- Foster a culture of innovation and continuous learning, promoting the growth and development of both students and staff.
- Maintain stability, continuity, and build upon the existing strengths of the institution while addressing complex challenges creatively and fairly.
- Effectively maintain MSC's dual accreditation status.

#### Who You Are/Requirements:

- Montessori certification with extensive experience as both a Montessori teacher and/or administrator.
- Advanced education in early childhood education or Montessori education (preferred).
- Experience actively participating in, and ideally leading or maintaining, an accreditation process.
- Deep understanding of Montessori pedagogy and principles.
- Experience leading/supervising and coaching heads of development, admissions, HR, and finance.
- Track record of engaging with donors and securing donations.
- Strong business acumen and financial management skills.
- Ability to connect with, lead, and inspire students, families, teachers, board members, and staff.

- Effective crisis management skills and a commitment to safety.
- Excellent communication skills and the ability to articulate Montessori principles effectively.
- Approachable, warm, and caring demeanor towards students and staff.
- Understanding of local culture, values, and community norms.
- Able to effectively collaborate and communicate with the board.
- Strong community engagement and relationship-building skills.
- Innovative approach to programming and staff development.
- Strong commitment to fostering growth and development within the school community.

### Location and Compensation:

This is a full-time, salaried position with competitive benefits. Compensation is commensurate with skills and experience; however, the anticipated salary for this position is \$90,000 to \$110,000.

### How to Apply

MSC is partnering with She Rose Solutions to find our next Head of School. Please use [this link](#) to submit your application and direct all questions to [brent@sherosesolutions.com](mailto:brent@sherosesolutions.com). She Rose Solutions will review all applicants and, upon qualification, contact you to determine next steps.

The start date is July 1, 2025.

*Montessori School of Columbia is an equal opportunity employer and does not discriminate on the basis of race, sex (including gender identity, sexual orientation, and pregnancy), color, creed, disability, national origin, ethnicity, age, genetic information, or any other basis protected by federal or state law."*