

# Head of School

Hampton Roads International Montessori School, Newport News, VA

Hampton Roads International Montessori School, located in the heart of Hampton Roads, Virginia, is searching for a motivated, visionary and collaborative leader to fill the position of Head of School, following the retirement of our longtime incumbent. Currently celebrating our 25th year of bringing Montessori education to the Peninsula of Hampton Roads, HRIMS is in need of a resourceful, experienced executive director to continue and drive our school mission towards future endeavors.

The *ideal candidate* for this full-time position will be highly organized, personally accountable and have an entrepreneurial spirit. In addition to an enthusiasm for education and dedication to the Montessori pedagogy, the ability to lead and inspire our faculty to strive for excellence through continuous professional development and evaluation is highly desirable. An aptitude for critical thinking and problem solving will be integral to the position. An honest, common sense approach with a progressive and positive outlook will align well with HRIMS workplace philosophies.



## Primary Job Responsibilities

- Maintain and uphold the pedagogical integrity of the Montessori educational method and philosophy and serve as a resource to faculty and staff
- Act as the primary spokesperson for the school and represent HRIMS in the community; seek and develop community partnerships
- Actively and effectively communicate and engage with faculty, family and supporters
- Promote Montessori education to the broader community while working to encourage growth and development of the school programs and staff in keeping with the strategic plan of the school
- Manage faculty and staff, to include recruitment and onboarding, performance evaluation, training and Effectively manage the financial and operational interests of the school, in keeping with the budgetary and strategic goals of the Board
- Oversee and execute all aspects of the admissions process, ensuring successful enrollment of families, in keeping with the school's commitment to growth, diversity and inclusivity



**Requirements for this position include:**

- Five or more years of teaching experience
- Fluency in English with excellent verbal and written communication skills
- Dedication to the Montessori method and philosophy
- Experience in a supervisory role
- Meet all necessary qualifications to work in the United States

**Preferred qualifications for this position include:**

- Master's degree or higher in Education (or equivalent)
- Demonstrated leadership and decision-making in a Montessori or Independent School
- Administrator certification in Montessori education (AMI/AMS)
- Montessori teaching credentials for one level or more (early childhood and/or elementary)
- Experience in organizational growth and management, preferably with a non-profit school or organization
- Demonstrated financial and business acumen

This full-time position reports to the Board of Trustees.



The new Head of School must be available to take over by the 2018-19 school year with a desired start date of *July 1, 2018* (negotiable). HRIMS offers a competitive salary, commensurate with experience and qualifications, as well as a comprehensive benefits package.



HRIMS is an independent, non-profit school with a growing, well-established, toddler through elementary program. Our highly trained and dedicated faculty guide approximately 120 children in our spacious, fully equipped learning environment. The school is committed to diversity, and is well positioned financially for expansion. Conveniently located between the scenic shores of Virginia Beach and Virginia's famed Historic Triangle, our campus offers a modern, thriving environment for our expanding community of international students and their families. Visit [www.hrimontessori.org](http://www.hrimontessori.org) for more information regarding HRIMS.



**Point of Contact / How to apply:**

Applications should be made via email. Please include a cover letter, your resume, and a Statement of Educational Philosophy (less than 500 words). Email your documents to [searchcommittee@hrimontessori.org](mailto:searchcommittee@hrimontessori.org).

*HRIMS does not discriminate against any person in admission, employment, or otherwise on the basis of race, color, religious creed, gender or sex, age, national origin, ancestry, marital status, sexual orientation, physical or mental disability (unless such disability prevents performance of the work involved), or on any other basis prohibited by law.*