

Head of School

Mariposa Montessori School Austin, TX

Start Date: July 2023



Mariposa Montessori School is seeking a qualified candidate for its Head of School position.

Located in a heavily wooded area in southwest Austin, Texas, Mariposa occupies seven acres of natural landscaped, stunning grounds, and expansive outdoor spaces for the children. The school consists of free-standing buildings, gardens, a small farm of goats and chickens, and a large multi-purpose room for both child and adult use.

A highly-trained staff of 40 serve approximately 210 children, ages 2 months - 12 years of age. With an operating budget of over three million dollars, the school is in a favorable position to pursue future enrollment, an adolescent program, and facility growth while maintaining a comprehensive, high fidelity Montessori education for its students. Mariposa's commitment to quality education is evidenced in its excellent reputation and its adherence to standards set by the American Montessori Society as an accredited school. Mariposa has remained true to its vision of providing an environment where students cultivate independent and creative thinking and success for life.

Whitney Falcon, the Founder and Executive Director of the School, is passionate about Montessori education. In 2007, she launched a vision to provide children with a Montessori education. Over the years, Mariposa has grown to fill a unique niche in Austin as a well-established, and community-centered Montessori school.

Mariposa's Mission

Mariposa Montessori School is a peaceful community dedicated to authentic Montessori education, founded on the passionate belief that every individual should be treated with respect. The child's joy and curiosity is supported through inviting, thoughtfully arranged learning environments and guides who provide a sense of harmony and order. The school is a nurturing school that inspires independence, creative thinking, and success in life

For more information about Mariposa, visit the school's [website](#).



Head of School Profile

*Community Builder * Montessori Leader * Communicator * Strategic Thinker*

The next Head of School (HOS) will be joining an established, successful, Montessori school with an exciting opportunity to partner in the leadership for future growth and development. They must be skilled at establishing trust and positive relationships in order to cultivate a strong and respected voice in the decision-making processes. A commitment to building on the accomplishments of the school to date and the dedication of the administration and faculty is paramount.

The ideal candidate is an experienced Montessorian who is also versed in the business aspects of running a school. The ability to balance the implementation of a high-quality Montessori education with day-to-day operations is essential.

Mariposa's new HOS must be a strategic thinker who can share a clear vision for the school in partnership with the school leadership team, articulate the steps to get there, and effectively engage the community to join in that vision. Fresh perspectives and inspired improvements will be valued.



Most importantly, **the new HOS must continue the legacy of a deep love of children and demonstrate passion and leadership for Montessori education.**

Personality traits that will serve the new HOS well include compassionate, adaptable, empathetic, organized, trustworthy, collaborative, approachable, prudent, respectful, and kind.

The profile below indicates traits, skills, roles, and responsibilities that would align with success for the next HOS at Mariposa.

A Community Builder, gifted at

- Building rapport with the school leadership and staff, managing stakeholders' relationships and expectations and staying true to the mission and vision of Mariposa
- Being a "people person" - approachable to both parents and employees who expect great listening skills from the new HOS; hearing our voices and our insights
- Creating a nurturing and inclusive environment where children and adults feel encouraged and welcomed to engage, participate, and contribute
- Upholding the family-like atmosphere and ensuring integrity of all program levels
- Being present and visible in the community; a community ambassador for Mariposa

A Montessori Leader, dedicated to

- Demonstrating compassionate leadership and expertise in Montessori education
- Working collaboratively, as a colleague and coach to Montessori teachers and staff across all programs, Nido through Middle School
- Appreciating and providing leadership for all program levels
- Integrating the unique features of the physical property into the Montessori curriculum— a nature-inspired leader
- Managing, motivating and supporting personnel in order to attract and retain excellent faculty and staff
- Modeling Montessori philosophy and values through words, actions, and behavior



- Providing teacher evaluation and supervision with constructive, meaningful feedback

An Engaging Communicator, skilled at

- Interacting with a high degree of emotional intelligence, diplomacy, while respecting and strengthening relationships among faculty and administration
- Ensuring relevant communications happen in a consistent and effective manner, internally with the staff and externally with parents and the broader school community
- Written and spoken communication
- Willing to learn about Mariposa's unique culture

A Strategic Thinker, skilled at

- Developing, in partnership with the Executive Director, strategic planning with a focus on capital improvements, enrollment management and expansion, budgeting and administrative functions



- Possessing the business acumen to understand, lead, execute and hold accountable all aspects of the school operation
- Embracing the scope of work of a HOS; setting clear expectations, being a team player and navigating change
- Clearly articulating the mission and vision of Mariposa
- Providing the glue that maintains school operations



The HOS is responsible for the execution of the mission, and strategic goals of Mariposa to produce the highest level of education consistent with the accreditation standards set forth by the AMS. The new HOS must possess Montessori expertise, board governance, and the business acumen to understand, lead, and execute all aspects of the school operation.

The HOS is under the direct supervision of the Executive Director, who is responsible for the HOS hiring and annual evaluation. The HOS works closely with the Executive Director, which has oversight responsibility for the school.

Mariposa is looking for an excellent new leader to be in place for the start of the 2023 school year.

Position Requirements

- Montessori teaching credential required
- Administrative experience in an educational setting; three years experience in administration in a Montessori school preferred
- A Bachelor's degree is required; advanced degrees in a related field preferred
- Experience with regulatory, personnel, budget, and fiscal management

Benefits include health insurance; retirement; tuition discounts; vacation, sick, personal, and professional days.

Interested candidates will submit the following documents, via email to [Carla Hofland](#), Managing Director, [Metro Consulting Services](#).

1. Cover letter addressed to the Search Committee expressing interest in and detailing qualifications for the position
2. A current resume
3. A statement of educational leadership philosophy (1-2 pages)



4. Two examples of writing on a school or educational topic (can be school newsletter/communications)
5. Five references (including email addresses and telephone numbers) that can be contacted confidentially
6. Other documents/media may be required later in the process

Candidates' engagement with the search will be kept confidential until the final stage of the process. Candidates are free to communicate directly with Carla Hofland via [email](#) or phone (301) 230-0901 regarding the search process.

Note that the search will continue until a qualified candidate has been hired. Please submit a letter of interest or application by August 31.