

## Head of School

### Southlake Montessori School Grapevine, TX

**Start Date: Summer 2025 or Summer 2026**



Southlake Montessori is seeking a qualified candidate for its Head of School (HOS) position beginning in the summer of 2025 or in the summer of 2026. A start date during the 25-26 school year is also possible to allow for transition

Southlake Montessori is located in a lovely, one story, modern office building, surrounded by big oak trees, ample parking and an outdoor environment for children and school events. Southlake Montessori currently serves 30 students, in 3 classrooms, ages 3 – 12 years. The school houses spacious well-equipped Montessori environments with natural lighting, full of joyful and self-sufficient children. The outdoor area includes a chicken coop with “chicken care” provided by the children of the school. The elementary children are involved in community services such as preparing brown bag meals for delivery to the homeless. Parents engage in fundraising activities and are committed to the success of their children in Montessori education.

Passionate, committed AMI-credentialed (Association of Montessori Internationale) Montessori educators serve the children of Southlake Montessori. The school is supported by an invested, caring not-for-profit board, and an operating budget of \$600,000 dollars. Currently it has no long-term debt. The school property is rented and maintained by the school. Leadership presents an exciting vision for program expansion in the near future.

The school opened in 2014 when four women (3 of whom were parents) had the motivation and drive to open an AMI-Montessori school in Southlake. The school was established as a not for profit with a Board of Directors. Southlake is a non-sectarian school and from the very beginning, has followed

an authentic AMI Montessori philosophy. With highly qualified AMI teachers and curriculum materials consistent with the Montessori principles, Southlake Montessori has a strong foundation for continued growth. Southlake Montessori is incorporated under the laws of the State of Texas and is a 501(C)3 organization. It is governed by a Board of Directors. Southlake Montessori is AMI-recognized school at the Primary level.

## Southlake/Grapevine

Southlake and Grapevine are adjacent communities centrally located in the Dallas-Fort Worth area. They are welcoming communities with an authentic, related atmosphere and a combined population of 90,000. Grapevine is known as the Christmas Capital of Texas, and its restored 19th- and 20th-century buildings line a charming and walkable Main Street with lights and holiday cheer. The cities are suburbs of Dallas and host to DFW Airport. The area includes parks, a lake, biking and hiking trails as well as a thriving local artist community.

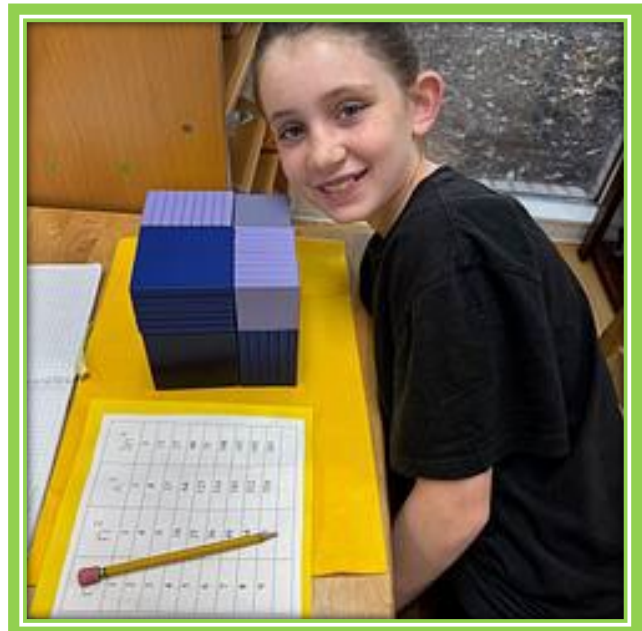
## Vision and Mission

Vision: To cultivate the development of children, using AMI Montessori principles, to become adults who contribute as leaders to the world's greater good with integrity, compassion, and global consciousness.

Mission: To provide a premier, not-for-profit AMI Montessori program that fosters the unique academic, social, and personal development of each student and motivates them for a lifetime of learning and success.

Core beliefs include:

- Education as a Partnership – Honest, open communication among all constituents.
- Montessori Curriculum – A commitment to AMS Montessori principles
- Prepared Environment – Each student is given the freedom and guidance to learn from a thoughtfully prepared environment.
- Collaborative Learning Community – Inspiring, motivating, teaching, and respectful
- Potential of Each Individual – Students are supported and guided intellectually, personally, and socially.
- Non-discrimination Policy – Southlake does not discriminate in its hiring, admissions practices, or any other form of access based on race, ethnicity, color, national origin, sexual orientation, gender identity and expression, marital status, religion, disability, language, immigration status, etc.



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

## Head of School Profile

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

The next Head of School (HOS) will be joining a successful AMI Montessori school with a vision of adherence to Montessori authenticity and an exciting opportunity for growth.

They must be skilled at Montessori pedagogy, adhering to AMI principles and core values and adept at partnering with an established board and the founders of the school. They will need expertise in school administration, community outreach, and building on the legacy of the current leadership and committed Montessori faculty and parent body.

The ideal candidate is a passionate Montessori leader who is well-versed in Montessori pedagogy and will provide oversight for administering a Montessori school. Southlake Montessori's new HOS must be a strategic thinker, the face of the school, a community builder, and an excellent communicator with a clear vision for the school's future in partnership with the Board.

Personality traits that will serve the new HOS will include passionate, articulate, supportive, engaged, present, communicator, welcoming, diplomatic, accessible, trustworthy, honest, and caring. The next HOS should act as a mentor, a guide, a collaborator, and a servant leader.

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

#### **A Montessori Leader, dedicated to:**

- Demonstrating leadership, experience, and expertise in Montessori principles and pedagogy.
- Providing oversight of an AMI Montessori program that fosters the unique academic, social, and personal development of each student and motivates them for a lifetime of learning and success.
- Managing faculty and staff including attracting, recruiting, hiring, and developing.
- Supporting high-quality professional development for teaching faculty and parent education.
- Forming partnerships with families to support their child's development.
- Providing a collaborative school community and a high quality of life within the school.
- Ensuring the school's compliance with the AMI Recognition Standards.
- Ensuring the school's compliance with all regulatory requirements.
- Modeling Montessori philosophy and values through words, actions, and behavior; placing the child first.



“I appreciate the values of independence and autonomy [for children]” (Parent/Teacher)

**Strategic Thinker, skilled at**

- Developing, in partnership with the Board, strategic planning with a focus on student retention, community outreach, succession planning, program expansion, and marketing for the community.
- Seeing the big picture of Southlake Montessori and delivering program implementation of best practices in Montessori pedagogy and school operations.
- Embracing the scope of work of a not-for-profit school governed by a Board of Trustees.
- Possessing best practices in business management to lead, execute, and hold accountable all aspects of the school's operations.
- Professionalism, safeguard of confidentiality.

“The school is a gem, magical” (Teacher Assistant)

**A Community Builder, gifted at**

- Observing and honoring the founders' legacy with an eye to the future.
- Building rapport, cultivating and managing stakeholders' relationships and expectations while staying true to the mission and vision of Southlake Montessori.
- Being a “people person” – approachable, present, supportive, engaging, and visible in the school community.
- Partnering with the external community; expanding the reach of the school to the greater Southlake/Grapevine community; increasing visibility and resources for the school.
- Providing leadership for marketing Southlake Montessori's value proposition.



“We are more like a family.” (Teacher)

**A Communicator, skilled at**

- Being the face of Southlake Montessori and Montessori core values.
- Excelling in expressive and receptive communication.
- Communicating effectively and inspirationally the value of Montessori education to all stakeholders and prospective parents and employees.
- Interacting with a high degree of emotional intelligence; diplomatically, while providing clear expectations and transparency, with oversight and accountability.
- Ensuring relevant communications with the Board, faculty and parents.
- Helping parents make a conscious choice about Southlake Montessori and Montessori education.

“My daughter is the happiest girl on earth [since coming to Southlake]” (Parent)



The HOS is responsible, in partnership with the Board, for the execution of the mission and vision of Southlake Montessori, producing the highest level of education consistent with the Recognition Standards set forth by the Association Montessori Internationale. The new HOS must possess expertise and experience in Montessori pedagogy, board governance, and the business acumen to lead and execute all aspects of the school operation. The board is willing to support administrative training for exceptional candidates.

The HOS is under the direct supervision of the Southlake Montessori Board, which is responsible for the HOS hiring and annual evaluation.

Southlake Montessori is looking for an excellent new leader to be in place for Summer 2025 or Summer 2026. A transition during the 25-26 school year is also possible.

### **Position Requirements**

- Montessori teaching credential strongly preferred; Montessori Administrator credential strongly preferred.
- Administrative experience in an educational setting; at least five years' experience in administration in a Montessori school preferred.
- Previous classroom experience in Montessori required.
- A bachelor's degree is required; advanced degrees in a related field preferably with a Montessori focus.
- Experience with regulatory, personnel, budget, and fiscal management preferred.
- Experience working with a governing Board strongly preferred.
- Demonstrated experience in strategic planning, financial and facilities management preferred.
- Meeting all requirements of local, state and accrediting/regulatory bodies.

**Benefits include** Paid professional development; tuition discount; paid time off; and SIMPLE IRA retirement with matching contribution.

Interested candidates will submit the following documents, via email to [Carla Hofland](#), Consultant, [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 as soon as possible.

