



## JOB SUMMARY

### HEAD OF SCHOOL, FRANKLIN MONTESSORI

We are seeking a visionary Head of School to lead our dynamic Montessori community. This full-time position combines educational leadership with operational management and offers an opportunity to shape the future of our school while honoring Montessori principles. As the Head of School, you will oversee academics, admissions, development, human resources, and facilities, while fostering an inclusive, community-focused environment. You will work closely with the FMS community that includes students, families, and staff to maintain the school's mission of supporting the social, emotional, and academic growth of our students.

The Head of School will join a well-established, successful school with a stable, collaborative culture. The ideal candidate will be skilled in building trust and relationships to establish a respected voice in decision-making. They must first observe, gain credibility, and then leverage their experience and people skills to guide improvements and create a vision for the school's future. A commitment to continuous improvement is essential, and the ability to delegate wisely will be key to success.

The ideal candidate is an experienced Montessorian with a strong understanding of both educational and organizational leadership. They must balance high-quality Montessori education with effective management and strong parent relations and will have the autonomy to implement the curriculum and manage the day-to-day operations of the program.

Collaboration is vital: the new HOS must work seamlessly with the Metro Montessori team and cooperate with other Metro Heads of School. They will assess current systems and structures, offering fresh perspectives to improve operational efficiency and sustainability. Most importantly, the new HOS must uphold FMS's legacy of nurturing a deep love of children and demonstrate a passion for early childhood and Montessori education.

Key personality traits for success in this role include approachability, warmth, compassion, tenacity, flexibility, energy, inspiration, organization, collaboration, and fairness.

## KEY RESPONSIBILITIES

### Leadership & Vision

- Lead the school with a strong commitment to Montessori principles and values.
- Set strategic goals, contribute to long-term planning, and collaborate with the Leadership team to ensure the school's growth and continued success.
- Supervise and support faculty and staff, ensuring alignment with the school's mission and fostering a collaborative, inclusive community among students, families, and staff.

### Financial & Community Engagement

- Manage the school's finances, ensuring fiscal responsibility and long-term sustainability.
- Cultivate relationships with families, community members, and external stakeholders, maintaining strong engagement and support.
- Ensure the school environment is safe, well-maintained, and supportive of students and staff.

### Curriculum & Operations Management

- Oversee the effective delivery of the Montessori curriculum across all classrooms and maintain adherence to AMS accreditation standards.
- Drive initiatives that enhance staff and student retention, ensuring a prepared and supportive environment for all.
- Ensure that Montessori principles are reflected in school operations, promoting quality education and growth.

### Communication

- Foster effective communication within the school community (staff, students, families) and externally.
- Oversee the school's marketing, outreach, and visibility efforts, building relationships and keeping the community informed about achievements and progress.

## ABOUT FRANKLIN MONTESSORI

Franklin Montessori School (FMS) was founded in 1977 with a one-room schoolhouse and seven preschoolers. By 1986, the school expanded to meet growing demand, with the establishment of Franklin Country Day Montessori School. Today, FMS offers a comprehensive range of Montessori programs for children from three months to six years, fostering a vibrant environment of exploration and growth.

The school's culture is rooted in a strong partnership between administration, teachers, and parents, all dedicated to the development and well-being of each child. FMS's commitment to Montessori principles is reflected in the enthusiasm of staff and families, with many generations of children having attended the school.

FMS is fully accredited by the American Montessori Society (AMS). Of the 72 Montessori Schools currently accredited by the Maryland State Department of Education, Franklin Montessori is proud to be one of only ten to be fully accredited by AMS.

**Our Mission:** Franklin Montessori is dedicated to nurturing each child's natural love of learning within an inclusive and diverse community that fosters independence, confidence, and joy.

**Our Vision:** Rooted in the core principles of the Montessori method, we aim to expand our reach by building a vibrant community of Montessori families. Our goals include increasing student enrollment with a focus on diversity, launching innovative programs, and enhancing our team of passionate educators. In the long term, these efforts will strengthen our foundation for providing a balanced, effective education that fosters a lifelong love of learning. We are committed to nurturing children as empathetic and creative global citizens, ready to address the challenges of our time.

## ABOUT METRO MONTESSORI

Metro Montessori is a family of six Montessori schools--including FMS--in the Washington, DC region. Metro Montessori is dedicated to making quality Montessori education accessible to more children around the world. Metro actively creates beautiful schools, trains future Montessori teachers, advocates for policies that support Montessori education, and advises others who share our goals.

Metro Montessori supplies human resources, budgeting, accounting, bookkeeping professional development and strategic support to each of its member schools. The leadership team at Metro Montessori acts as a Board to hire and support the Head of School. The Heads of all Metro Montessori schools meet monthly to collaborate on common issues and offer professional support to each other.

## QUALIFICATIONS

- Ideal candidate will have a Bachelor's degree and AMS/AMI certification from a MACTE-accredited training facility with a minimum of 5 - 10 years combined teaching and administrative experience in a Montessori setting.
- Strong leadership, management, and mentorship skills, with proven success in overseeing educational operations, finance, and development.
- Passion for advancing Montessori philosophy and supporting children's development.
- Ability to meet state law and regulatory requirements within the first 30 days of employment.
- Authorized to work in the U.S. and able to pass necessary background checks.

## APPLICATION PROCESS

Please submit the following documents, via email to Judy McKenney, Director of Human Resources at Metro Montessori at [jobs@metromontessori.com](mailto:jobs@metromontessori.com):

- Cover letter addressed to the Search Committee expressing interest in and detailing qualifications for the position.
- A current resume.
- A statement of educational leadership philosophy (1-2 pages).
- Two writing samples on a school or educational topic (can be school newsletter/communications).
- Five references (with email addresses and phone numbers) that can be contacted confidentially.
- Other documents/media may be required later in the process.

All candidates' engagement with the search will be kept confidential until the final stage of the process.

**Metro Montessori is an equal opportunity employer committed to workforce diversity. All applicants must be authorized to work in the United States and able to pass a criminal background check. We are an Equal Opportunity Employer. For more information, please refer to [EEOC guidelines](#).**