



A Children's Habitat  
MONTESSORI SCHOOL

## A CHILDREN'S HABITAT MONTESSORI SCHOOL

Head of School (full time position)

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**Contact:** Kevin Campbell, Search Coordinator  
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802.380.6104

**Job Title:** Head of School

**Position Onset:** July 1, 2021

**School Description:** Founded in 1972 as a [501(c)(3)] non-profit organization, A Children's Habitat is Indianapolis's longest-operating Montessori school and a member of the American Montessori Society. Habitat is rooted in the Montessori philosophy of respect for the development and potential of the whole child. Its Montessori environment offers a child-centered curriculum and an unparalleled experience where teachers and families strive together in support of a passionate, equitable, and just learning community. The school serves children ages 1.5 to 12 years in beautiful, developmentally responsive classrooms that call to the interests and needs of each student. Habitat is seeking a dedicated and visionary leader to guide daily operations and strategically steward the school toward institutional growth, sustainability, and maturity.

Although our strengths are many, these are the foremost:

- A strong identity rooted in our Montessori mission of *enriching minds and building community*.
- A passionate faculty empowered to master their craft and continuously model the core Montessori tenets of responsibility, organization, independence, and care for self, others, and the environment.
- A learning environment where children are joyful, confident, respected, and respectful.
- A 12-year continuum of educational purpose and opportunity.
- A school community that possesses close, meaningful relationships and supports diversity, inclusion, and academic excellence.
- A 20,000 square foot outdoor classroom that extends opportunity for exploration, immersion, and stewardship.

### Head of School

The Head of School is fully responsible for the administration of the school and determines, supervises, and directs educational policy, faculty and staff employment, admissions, advancement, parent education and community engagement. The Head must ensure that the school adheres to Montessori standards and maintains all necessary accreditations. The Head of School reports to the Board of Directors.



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**Head of School Requirements/Qualifications:**

- Experience as a Montessori administrator/teacher desired, though not required; a commitment to Montessori education.
- Collaborative leader and team builder who can inspire faculty and parents, handle conflict, and unite the school's constituencies.
- Persuasive, active, and articulate advocate for the school, both on campus and in the broader community.
- Dynamic, visionary leader with impeccable people and organizational skills.
- Deep knowledge and understanding of child development.
- Excellent written and verbal communication skills.
- Listens actively, builds consensus, and acts decisively as required.

**Head of School Responsibilities and Authority:**

- Model the mission and values of the school.
- Execute and administer the policies and strategic plan of the School, as set by the Board of Directors.
- Oversight of all aspects of daily operations and stakeholder care: business, academic, and community.
- Faculty support, development and evaluation.
- Adherence to all legal and regulatory requirements.
- Coordination of facilities requirements and obligations.

**Compensation**

- A competitive salary commensurate with experience.
- Paid time off and holidays.
- Tuition discounts for children enrolled in the program.
- Paid professional development.
- Retirement fund contribution.
- Short-term disability insurance.

**To Apply**

Interested applicants should submit the following to Kevin S. Campbell at [ksceduconsulting@gmail.com](mailto:ksceduconsulting@gmail.com)

- Cover letter expressing interest in this position, specifically as it relates to Habitat's Mission and Values Statement
- Statement of educational and leadership philosophy
- Resume
- Names and contact information of three professional references

*A Children's Habitat Montessori School is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, sex, or national origin.*