



A Children's Habitat
MONTESSORI SCHOOL

A CHILDREN'S HABITAT MONTESSORI SCHOOL - education Head of School (full time position)

Contact: Maggie McGaughey, Head of School Search Chair
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(813) 789 5261

Job Title: Head of School

Start Date: Summer 2019

School Description: Indianapolis's longest-running Montessori school and a member of the American Montessori Society (AMS), A Children's Habitat is rooted in the Montessori philosophy of concern for the whole child. Since its inception in 1972, this non-profit [501(c)(3)] Montessori environment has offered a unique curriculum and unparalleled experience—where teachers and families join together to create a passionate community that fuels and guides the school. We are now looking for our next visionary leader who will effectively guide our daily operations, while leading us through exciting future growth and expansion opportunities.

Although our strengths are many, these are foremost:

- A strong identity rooted in our Mission and Values Statement.
- Passionate faculty, who are encouraged to master their craft and continuously model curiosity and growth.
- An environment where children are joyful, confident, and empowered.
- A 12-year span of educational opportunity, meeting the needs of students ranging in age from 18 months-12 years.
- An invested parent community who embrace the Montessori philosophy and work cooperatively to enhance the educational experience of their children.
- A 20,000 square foot outdoor classroom that extends opportunity for exploration, immersion, and responsible stewardship.

Application Instructions: Interested applicants will submit the following to childrenshabitat@gmail.com

- Cover letter expressing interest in this position, specifically as it relates to [Habitat's Mission and Values Statement](#).
- Statement of educational philosophy.
- Resume or CV.
- Names and contact information of three professional references.



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Requirements/Qualifications:

- Dynamic, visionary leader with impeccable people and organizational skills.
- Flexible team player.
- Exceptional teacher/leader who is warm and dynamic.
- Possesses a deep knowledge and understanding of child development.
- Has excellent written and verbal communication skills.
- Listens actively, builds consensus, and acts decisively as required.
- Passionate child advocate.
- Leads by example.
- Is visibly involved in all aspects of school life.
- Demonstrates a commitment to professional development and best practice.
- BS/BA in education and/or Montessori teaching experience preferred.
- Previous Montessori leadership experience a plus.

Responsibilities and Authority of the Head of School:

The Educator is the School's chief operations officer. The Educator's responsibilities and authority include, but are not limited to the following:

- Modeling the mission and values of the school and of the Montessori philosophy.
- Executing and administering the policies and strategic plan of the School, as set by the Board of Directors.
- Hiring, evaluation, and termination, as necessary, of all other employees of the School.
- Ensuring the school is meeting legal and regulatory requirements.
- Overseeing of the financial operations of the school.
- Coordinating the maintenance of facilities and grounds with the building owner.
- Overseeing external operations of the school, including admissions and recruitment, marketing, fundraising, and community relations.
- Overseeing of the programs of the school, academic, and extra-curricular.
- Overseeing of the disciplinary program of the school, including serving as final court of appeal for disciplinary action related to any student or employee.
- Assessment of the effectiveness of the various operations and programs of the school, and reporting thereof to the Board of Directors.

Benefits:

- Paid personal days, professional days, and school holidays (including Fall, Winter, and Spring breaks).
- Reduced summer hours.
- Professional development funding.
- Tuition Remission available for children attending Habitat.