



WACO MONTESSORI SCHOOL

1920 Columbus Avenue Waco, Texas 76701 254.754.3966

Overview of Waco Montessori School

Waco Montessori School (WMS) seeks the next Head of School (HOS), who will join an established, successful school with an exciting outlook to the future. WMS is in strong financial health, with steady enrollment, strong teacher retention, a decade-plus positive balance sheet, and high esteem in the community. We are committed to maintaining – and advancing – a high-quality education as evidenced by the designation as an American Montessori Society member school, with the goal of achieving AMS accreditation under the leadership of the next Head of School. WMS is accredited by the National Association of Education of Young Children (NAEYC).

The mission of Waco Montessori School is to educate children in a nurturing, stimulating Montessori environment that appreciates and celebrates each child, encourages respect for oneself and others, and develops lifelong learning and problem-solving skills. As WMS plans toward its 50th anniversary in 2026, it celebrates a stable annual enrollment of 250 students across toddler, early childhood, and elementary programs, serving children from ages 18 months to 12 years. Today there are two Toddler classrooms, five Early Childhood classrooms, three Lower Elementary classrooms, and two Upper Elementary classrooms, along with stellar Specials programs like PE, athletic teams, art, music, and two foreign languages. The current facility is composed of the Children's House (housing Toddler and Early Childhood programs) and the Brophy Building (housing Lower and Upper Elementary programs), which are joined by a shared gymnasium and administrative offices. Recently-acquired adjacent properties point to future opportunities to enrich and expand the current Montessori experience across all programs.

The next HOS will be joining a wonderful community that is growing rapidly. Waco, in the Heart of Texas, boasts affordable housing, low traffic congestion, year-round outdoor recreational activities, many downtown and area attractions, and a convenient central location. Home to Baylor University and a short 90-minute drive to both Dallas and Austin, Waco offers a laid-back, small-town atmosphere with easy access to big city amenities.

Job Summary

The ideal candidate is an experienced Montessori leader who is also well-versed in the business aspects of running a school. We seek an effective administrator who is committed to advancing teaching and learning – supporting our teaching staff to create high-quality educational opportunities for all students. The ability to balance the implementation of high-quality Montessori education with savvy business decisions is essential. The new HOS will act as ambassador and champion of the school, with the opportunity to expand the school footprint and programs through a planned capital campaign to adapt adjoining property into additional facilities and outdoor learning space.

Excellence, because children are worthy of nothing less.

The HOS must be a strategic thinker who can develop a clear vision for the school in partnership with the board of trustees, articulate the steps to get there, and effectively engage the community to join in that vision. The HOS must be skilled at building trust and relationships in order to cultivate a strong and respected voice in decision-making processes. Commitment to continuous improvement is key, building on the accomplishments of the school to date, the dedication of the staff and the strong community of engaged current and alumni families.

Position Responsibilities:

- Work in partnership with the board of trustees to define and implement the school's mission and strategic future; champion that mission to full school community and externally; and represent the mission of the school in all interactions
- Carry out established school policies with the board of trustees; serve as a liaison and advisor to the board of trustees; and represent the board and school policies to staff, families, students and the community at large
- Provide leadership in shaping the school's programs, leveraging a thorough knowledge and understanding of the goals and best practices of Montessori education, curriculum, instruction and school operations; champion programmatic excellence and growth across the continuum of programs in accordance with the Montessori model
- Oversee school progress in obtaining American Montessori Society accreditation
- Provide direct supervision over administration and staff to ensure that school policies are clearly communicated, understood, and followed with fidelity
- Oversee staffing and staff performance: attracting, selecting, hiring, developing, retaining, and evaluating properly qualified staff
- Advance staff success and satisfaction through collaboration, coaching and leadership development
- Supervise the financial management, maintenance of facilities, strategic planning and advancement efforts of the school, striving to continuously improve business practices for all school operations, particularly admission, marketing, staff recruitment and fundraising
- Maintain a school culture centered on learning, with ongoing advocacy for the needs of children as the foundational principle for all decision making
- Lead all school communication with stakeholders, providing relevant and timely information and engaging parents as partners in their children's education

Leadership Dispositions:

- **Inspires confidence** as a seasoned professional with experience in building community, bringing out the best in others, and fostering a positive culture of shared mission and growth-orientation
- **Motivates and collaborates with staff and community** to lift up the mission of the school, ensure outstanding, Montessori-centered experiences for students, and provide leadership in conflict resolution across stakeholders

- o **Provides steady direction** through excellent oral, written, and interpersonal communication skills, at all times including in changing circumstances and under stress

Candidate Qualifications:

- Montessori teaching credential required; Administrator's credential preferred
- A Bachelor's degree is required; advanced degrees in a related field preferred
- Successful teaching experience and demonstrated leadership qualities required; proven success in a senior administrative role preferred
- Fundraising experience preferred
- Community-building experience with demonstrated success in collaboration across multiple stakeholder groups preferred

Other Job Requirements:

- Clear background checks
- Obtain (or currently hold) certification for CPR and First Aid
- Meet the qualifications for Texas Childcare Licensing

Physical Demands:

While performing the responsibilities of the job, the HOS is required to communicate effectively. The HOS is often required to sit, use a computer and a smartphone. The HOS is occasionally required to reach, climb, balance, stoop, kneel, crouch, or crawl. Reasonable accommodations will be supported.

Work Environment:

While performing the duties of this job, the HOS is regularly in the presence of young children. The work environment at WMS is smoke-free.

Status:

The HOS will work 40+ hours per week Monday – Friday with some evenings & weekends required for monthly board meetings, fundraisers, or community events and celebrations.

Compensation:

Commensurate with education and experience.

Benefits Package:

- Health insurance (100% covered for employee)
- Sick leave
- Vacation during non-school year

- Paid holidays
- Tuition and Activity fee waived for 1 eligible, dependent child
- Continuing education and conferences

Interested candidates are to submit the following documents, via email, to searchcommittee@wacomontessorischool.org. Inquiries regarding the position may be sent to the same address.

1. Cover letter addressed to the Search Committee detailing qualifications for the position and which includes a statement of educational philosophy within the Montessori model
2. A current resume
3. A writing sample (a school newsletter or email communication sample allowed)
4. Three professional references, including email addresses and telephone numbers, that can be contacted confidentially with permission of the candidate