



The mission of Sussex Montessori School is to nurture the development of empathetic, collaborative, persistent and innovative global and community citizens in accordance with the time-tested philosophy of Maria Montessori, through authentic personalized learning experiences, respectful relationships, opportunities to innovate, and a focus on global citizenship.

### **Head of School**

**Job Summary:** The Head of School serves as the chief executive and educational leader of Sussex Montessori School (SMS), ensuring the effective operation of all programs and activities in alignment with the school's mission, vision, and Board direction. Reporting directly to the SMS Board of Directors, the Head of School fosters relationships with faculty, staff, students, and families, and the broader community while driving strategic planning, operational excellence, and community engagement.

This role presents an exciting opportunity for an entrepreneurial, innovative, and resilient leader to advance the success of a diverse K-6 public Montessori school in Western Sussex County, Delaware. The ideal candidate will be passionate about child-centered, community-focused education, and demonstrate adaptability to overcome challenges. They will be self-directed and undeterred by barriers. The Head of School will establish SMS as an exemplary model for public Montessori education.

---

### **Key Responsibilities:**

- Provide strategic leadership for activities affecting the current and future development of the school, such as strategic planning and setting curricular goals.
- Lead a staff of approximately 50 full- and part-time employees to actualize the mission and vision of the school, ensuring that children and families experience a high-quality Montessori program that values both academic success and the social and emotional development of children.
- Work closely with Board leadership to establish and monitor goals for the school, implement educational policies, and operate within the financial policies set by the Board.
- Collaborate with the Director of Teaching and Learning to maintain program quality and ensure that classrooms have appropriate instructional materials aligned with Montessori principles.

- Ensure compliance with all regulatory and legislative requirements for public sector operation in Delaware. Meet targets set by the DDOE Charter Office and keep the Board well-informed on compliance, policy, and financial matters.
  - Supervise and participate in the selection and hiring of qualified faculty and staff members.
  - Ensure faculty and staff participation in quality Montessori professional growth activities and prioritize Montessori-trained teachers in all classrooms.
  - Build relationships with prospective and current parents through events, meetings, and communication channels to support admission and retention efforts.
  - Develop partnerships with local organizations and stakeholders and collaborate with the Board's development committee to enhance resources and opportunities for students and families.
  - Promote continued development of a rich school culture that honors, celebrates, and supports students, families, and staff from all backgrounds. Actively work to remove systemic barriers to success.
  - Identify and secure additional funding sources, including grants and community fundraising, to support the school's mission and goals.
  - Oversee the development, implementation, and evaluation of programs and services that align with the mission and strategic goals of the school, such as a "wrap-around" project to provide community support services to children and families.
  - Oversee an administrative team that includes educational leadership, operations, community relationships, finance, and fundraising to establish annual goals and ensure smooth day-to-day operations of the school.
  - Oversee the integration of technology in teaching and operations while maintaining alignment with Montessori principles.
  - Develop and implement crisis management plans to address emergencies effectively.
- 

**Qualifications:**

*Required:*

- Demonstrated experience with strategic planning.
- Proven track record in leading a diverse team in an educational or nonprofit setting.
- Experience ensuring regulatory compliance and managing charter school operations or similar institutions.
- Background knowledge of the fiscal and operating needs of a school.
- Demonstrated ability to engage with the community.

- Record of working effectively with underserved students.
- Record of collaborative work and shared decision-making with individuals from a variety of backgrounds.
- Exceptional communication skills to engage with diverse community stakeholders, including parents, staff, and local organizations.

*Preferred:*

- Eligibility for Delaware School Administrative certification.
- Master's degree or higher in a field related to education from an accredited college or university.
- Experience leading an accredited Montessori school or early learning program.
- Montessori-Certified Training or extensive experience with Montessori philosophy and curriculum.
- Demonstrated ability to use data for evaluating and improving educational outcomes.
- Fluent in Spanish and/or Haitian Creole.

**What We Offer:**

- A multi-year contract in the range of \$140,000 per annum subject to negotiations based on actual qualifications and experience.
- State of Delaware health, vision, and dental insurance plans.
- Participation in the State of Delaware Pension Plan.
- Professional growth opportunities, such as access to Montessori-specific training, leadership development programs, and networking opportunities with Montessori educators.
- Supportive work environment with a focus on work-life balance.

---

**How to Apply:**

The school is working with Hazard and Young Associates (HYA) to conduct the search. All interested candidates should apply through the HYA link provided below. Applications will be received through February 15, 2025.

The anticipated start date is on or around July 1, 2025, though flexibility may be possible based on the selected candidate's availability.

For more details and to submit your application, visit:

HYA Website Link: <https://hyasearch.com/job/head-of-school-seaford-de/>

We look forward to hearing from you!

---

**Equal Opportunity Statement:** Sussex Montessori School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.