



Sun Grove Montessori School is seeking a passionate leader within our community for our Head of School position. This person will be an educational and administrative leader committed to the mission and vision of our school. The ideal candidate will have a sincere love of children, strong business acumen, experience collaborating with, and leading staff, and committees, as well as experience working with nonprofit boards. Additionally, they will have Montessori training, preferably in more than one level, but we will also consider individuals with a fundamental belief in the Montessori principals, and a willingness to obtain the necessary training to be successful.

The duties of the position include but are not limited to: supervision of day-to-day operations, curriculum guidance, managing and analyzing an operational budget, facilitating public relations, fundraising, marketing as well as increasing retention and enrollment. The position requires partnering with the school's Board of Directors and stakeholders to implement an existing strategic plan and to partner in the development of new initiatives when appropriate. The candidate should possess qualities that will foster positive relationships with parents and staff and have the ability to provide helpful guidance and feedback to teachers.

Sun Grove Montessori School is a 501(c)3 tax-exempt corporation, located on a beautiful 5-acre wooded campus in sunny Fort Pierce, on Florida's east coast. Founded in 1978, SGMS is the only International Montessori Council accredited school on the Treasure Coast offering full Montessori programs beginning at 6 weeks through 8<sup>th</sup> grade.

#### Required qualifications:

- Montessori training in more than one level strongly preferred.
- Bachelor's Degree or higher in relevant field.
- Prior experience in a Non-Profit environment strongly preferred.
- Business Administrative experience; proven record of successful leadership and managerial skills.
- Excellent written and verbal communication skills.
- Proven success managing an operating budget.
- Strong work ethic.
- Collaborative leader and team builder who can unite, inspire and guide faculty, parents, students and the broader community.

#### Job responsibilities

- Foster Montessori values by supporting the Mission of the school.
- Ensure the continuation of authentic Montessori practice.
- Enthusiastically promote the Sun Grove Montessori School mission, culture, and character.
- Recruit, employ, and develop outstanding faculty committed to the Montessori Method and best practice in academic excellence.
- Develop initiatives that will increase enrollment, secure additional funding and seek resources to enhance the school's mission and strategic objectives.
- Expand transparent communication and dialogue with families.
- Maintain a visible presence in the school and broader communities.
- Partner with Board of Directors to ensure attainment of short and long term objectives.

#### TO APPLY:

Interested and qualified candidates should apply electronically to [boardofdirectors@sungrovemontessori.org](mailto:boardofdirectors@sungrovemontessori.org) with the following materials attached (preferably as PDFs):

- Cover letter expressing interest
- Current résumé
- List of five references with name, phone number, and email address of each

*Salary commensurate with experience and qualifications*