



## HIGHLAND PARK MONTESSORI SCHOOL

*Guiding children since 1963.*

**The Board of Directors for Highland Park Montessori School, (HPMS) located in Saint Paul, Minnesota, seeks an energetic and collaborative leader to serve as Head of School.**

### **About our school**

Highland Park Montessori School is a non-profit corporation, established in 1963. Ours is the oldest existing Montessori school in Minnesota. Following the principles and philosophy of Dr. Maria Montessori, the staff at HPMS provides beautiful environments for the children to explore, where their natural curiosity and love for knowledge guides them in their learning. The atmosphere is one of mutual trust and respect; a reverence for life and peace. As trained professionals, the staff serves as guides and facilitators, responding to the needs of the individual and the community. Our Montessori Guides are Association Montessori Internationale (AMI) trained.

Each of our two Children's Houses have up to 20 children, ages 33 months to age 6. The Toddler Community consists of 12 children ranging in age from 16 to 33 months. We admit students of any race, nationality, or ethnic origin. Toddlers have a spot reserved for them when they are ready to move to Children's House. HPMS is open Monday-Friday from 7:30 a.m. to 5:00 p.m. The Montessori calendar follows (generally) the St. Paul Public School calendar, with holiday care available on most of the vacation days. We also offer a summer program for both Children's House and the Toddler Community.

The school is governed by a board of directors whose members are knowledgeable about Montessori education, or who are otherwise qualified to provide policy and management guidance to the school. Two current parents are members of the board.

### **Responsibilities of the Head of School**

- Oversee the day-to-day operations of the school
- Support the learning and development of staff as well as children
- Maintain healthy enrollment by recruiting prospective families and ensuring a smooth enrollment process
- Ensure that the school is financially sound and in compliance with DHS requirements and regulations

- Lead staff meetings, HPMS board meetings, and scheduled parent events
- Communicate proactively with staff and families
- A more detailed description of responsibilities available upon request (see email below)

### **Key Attributes**

- Bachelor degree from accredited institution; Master's degree preferred
- AMI diploma holder at 0-3 and/or 3-6 age level - open to sponsoring additional training (Montessori or Administrator's) for the right candidate
- Excellent oral and written communication skills to ensure a collegial staff, engaged families, and an overall positive school climate.
- Experience working with children and commitment to their development
- Demonstrated experience managing staff
- Facility with managing a budget, including knowledge of financial tools such as QuickBooks
- Experience leading a school or similar organization preferred

### **Salary Range**

- This is a full-time, salaried position; salary range: \$62,000-\$80,000 depending on experience and qualifications

### **To Apply**

- Interested candidates please submit resume and cover letter via email attachments to the HPMS Board of Directors at [HPMSBoardofDirectors@gmail.com](mailto:HPMSBoardofDirectors@gmail.com)
- The Board plans to review applications and begin scheduling interviews the week of July 15th, but will accept applications until the position is filled

Highland Park Montessori School is located at 1550 Summit Avenue Saint Paul, MN 55105

Website: [highlandpark-ms.org](http://highlandpark-ms.org)