



## MISSION

Willow Oak Montessori strives to assist children in achieving their unique potential as responsible global citizens by nurturing self-confidence and independent decision making in a stimulating, creative and diverse Montessori community. In pursuing this mission, we seek to engage with our community and to make a Montessori education accessible to all.

## ABOUT WILLOW OAK MONTESSORI

Willow Oak Montessori is a public charter school and private preschool located in Northeast Chatham County, North Carolina, that serves over 250 students ages 3 years old through 8th grade from throughout the Triangle area. Established in 2013, the charter school grew organically from a Montessori Children's House preschool and Kindergarten program, founded by parents with a desire to offer the value and benefits of Montessori education in a public school setting. The Charter school has achieved the growth estimates aspired to in the charter, and following a successful capital campaign, the Willow Oak community expects to break ground in 2019 to build a new, permanent campus that will combine the Charter and Children's House schools.

## OPPORTUNITY

We are seeking a passionate leader who understands our mission, inspires our community, supports our excellent staff, and provides operational oversight to both our public Montessori charter school and private Montessori preschool. The Head of School will possess exceptional communication skills to facilitate effective communication within and across both schools, as well as the Board and broader community. As the school expands to its new facility, the Head of School will lead the integration efforts of the Children's House and Charter schools, working with the Board to mitigate challenges during the building process and transition. The Head of School will ensure the continued stability and success of the organization by providing effective financial oversight and long-term planning. Additional priorities include retaining and recruiting highly qualified faculty and establishing processes to improve equity and diversity at all levels of the organization.

The Head of School must model our key values of Individual Growth, Interdependence, Peaceful Cooperation, and Respectful Care. The ideal candidate will have a deep commitment to Montessori education, strong business acumen, collaborative leadership approach, and experience with non-profit boards. We welcome applicants who have experienced oppression, discrimination, or other adversity in their lives who are willing to bring insights from those experiences to our team. Previous experience operating a public Montessori school or non-profit organization is preferable.



## COMPENSATION AND BENEFITS

Compensation is commensurate with qualifications/experience; competitive benefit package includes:

- **Health Insurance:** North Carolina State Health Plan; employee premiums are paid by Willow Oak
- **Dental Insurance:** NCFlex Dental Plan; employee basic plan premiums are paid by Willow Oak
- **Retirement planning:** North Carolina 457 Deferred Compensation Plan; Willow Oak contributes 5% of salary with 100% vesting immediately
- **Medical and Dependent Care Flexible Spending Accounts:** NCFlex; Vision and Supplemental Insurance available

## TO APPLY

Interested and qualified candidates should download the employment application from <http://charter.willowoakmontessori.org/careers> and apply electronically to [president@willowoakmontessori.org](mailto:president@willowoakmontessori.org) before January 20, 2019 with the following documents attached:

- Employment Application
- Cover letter
- Resume
- Five references with name, relationship, years known, phone number and email address

### Required Qualifications

- Four year degree from an accredited university
- Commitment to Montessori philosophy
- Experience in a leadership position

### Preferred Qualifications

- Record of successful leadership and managerial skills
- Proven success managing an operating budget or Masters of Business Administration
- Prior experience in non-profit or public school administration
- Prior experience with Montessori education
- Prior experience with organizational growth toward equity
- 5+ years of relevant work experience or education