



Assistant Head of School

Job Description

Steamboat Montessori is a free public charter school striving to nurture each student's intellectual curiosity through a prepared and peaceful Montessori environment. Our culture is rooted in kindness, belonging, and relentlessly pursuing learning and growing together as global citizens.

We seek team members who are empathetic, collaborative, and passionate about ensuring student success. Steamboat Montessori offers a comprehensive benefits package, opportunities for professional development, and a vibrant, community-centered environment.

A passion for nurturing each child's natural desire for knowledge, understanding, and respect in addition to experience are highly valued and specific licensure is not a necessary requirement in certain circumstances.

The Assistant Head of School works closely with the Head of School to ensure that the school provides a high-quality learning experience for children, exceptional partnering with parents, development of community partners, and ensuring a supportive, organized, and collaborative work environment for staff while adhering to school and educational policy and law. The ideal Assistant Head of School will love building community, working with parents and students, developing staff capacity, and supporting community outreach initiatives. Key responsibilities include, but are not limited to:

- Supporting the development of a strong culture of collaboration and respect that embodies the mission of our school
- Planning and hosting community outreach and educational events
- Interfacing with parents to build community, answer questions, and resolve any concerns that may arise
- Collaborates with HoS for oversight of daily school operations
- Participates in the selection, hiring and retention of teachers
- Participate in design and delivery of Staff Professional Development and Parent Education
- Creation, adoption and adherence to school policy
- Participate in strategic planning and design
- Support the design and implementation of school wide instructional practices including staff evaluation and coaching

What we offer:

- Ongoing professional development
- A network of supportive peers and mentors who regularly share best practices
- A competitive salary of \$65K-\$85K
- Comprehensive benefits package including PERA
- The opportunity to contribute to a high-quality educational program that serves the individual needs of each child
- Prioritization of staff wellness and satisfaction
- Job Type: Full Time (197 Contract Days)

We'd love to talk to you if you possess:

- Bachelors' degree
- Educational leadership experience
- An affinity for connecting with people
- Strong organizational skills
- Exceptional written and verbal communication skills
- Solution oriented focus
- A growth mindset
- Belief in every child's potential
- A high degree of personal initiative
- Desire to work in a charter school environment
- Passion or interest for Montessori education

We'd prefer you over other candidates if you have:

- Experience as an Administrative, Program or School Director
- Familiarity with the Montessori method of education or a Montessori certification
- Knowledge of the local community

Please submit cover letter, resume, and a list of references to Emily Barnhart, Head of School at ebarnhart@steamboatmontessori.org or call 970-879-6653 for more information. We will accept applications until the position is filled.

Steamboat Montessori provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.