

## Head of School

### Montessori School of Yakima

#### Yakima, Washington

**Start Date: Summer 2026**

The Montessori School of Yakima (MSY) is seeking a qualified candidate for its Head of School (HOS) position beginning in the summer of 2026.

The Montessori School of Yakima was founded in 1965 under the guidance of a dedicated group of parents who wanted to bring the Montessori method of education to the children in the Yakima Valley. MSY is centrally located in the city where it rents a large amount of space from a church while it searches for a forever home. The school operates in accordance with the educational philosophy and methods developed by Maria Montessori. Today, the school offers educational experiences for children ages 18 months – 14 years and continues to provide an exceptional Montessori learning environment.



Over 33 faculty/staff support program offerings that include Toddler through Middle School for approximately 140 children and youth. The facility houses eight classrooms on two floors: 2 Toddler, 4 Primary, 1 Lower Elementary, and 1 Upper Elementary/Middle School. The capable administrative staff include a student support specialist, a development director, a counselor, a grant writer/social media lead, and an office manager/bookkeeper. The school has a significant wait list in Toddler and Primary Programs. Music, art, and Spanish enrich the curriculum for students; before/after care programs are provided.

MSY actively provides a peaceful, enriching, and safe environment in which students learn and grow. They incorporate the peace curriculum and emphasize respect, grace, and courtesy along with the appropriate conflict resolution skills of redirection, peer mediation or restorative conversations, class agreements, praise and reinforcement of respectful behavior as well as emotional coaching and modeling by adults.

MSY is a non-profit, tax-exempt organization, supported by a professional board, with an operating budget of over 1.6 million dollars. Tuition revenues support the operations of the school. Parents receive a tuition discount if they make a volunteer commitment. There is also a tuition assistance program in place to provide financial aid to families who otherwise could not afford to offer this

educational advantage to their children. Fundraising events are used for additional enhancements. MSY is a member of the American Montessori Society, is licensed as a Washington State Licensed Child Care facility, and the elementary and secondary programs are approved through the Washington State Board of Education.

## Yakima

Nestled in the foothills of the Cascade Mountains, Yakima is in a fertile valley about 60 miles southeast of Mount Rainier. The area is known for its more than 90 wineries and apple orchards, agriculture (most of the nation's hops, a key ingredient in the production of beer, is grown here), forestry, and fishing. It is the home of collegiate wood bat baseball team, the Yakima Valley Pippins, and hiking, dirt biking, world renowned fly fishing, and skiing are readily available to the outdoor enthusiast. The Yakima Greenway is a 20-mile system of parks, paved pathways, and nature reserves along the Yakima and Naches rivers. An arboretum features both native and non-native plants. Cultural activities include the Yakima Valley Museum, a performance hall and arts center as well as a symphony orchestra. The Confederated Tribes and Bands of the Yakima Nation are located in the valley.

*"Yakima touts 300 days of sunshine" – MSY Administrator*

## Mission

The mission of the Montessori School of Yakima is to create a purposeful, peaceful, and enriching environment, based on the philosophy and principles of Dr. Maria Montessori. Within this environment, the school will nurture the children in its community to become competent, compassionate, and confident people who respect and contribute to the work in which they live.

For more information about the Montessori School of Yakima, visit the school's [website](#).



## Head of School Profile

***Montessori Leader \* Strategic Visionary \* Community Builder \* Communicator***

The next Head of School at MSY will join an established, successful 60-year-old school with an exciting vision for future development, growth, and facility expansion. The new HOS must be proficient at building trust and cultivating relationships to establish themselves as a trusted leader and voice in the school community. A commitment to continuation of the school's values is key, built on the loyalty of the school community. MSY's graduates have returned to the school as employees, as well as legacy parents, demonstrating the strong lifelong connections that MSY has made within this community. The person



chosen must become grounded in the history and culture of MSY and then partner with the Board for a vision of further sustainability and growth.

*“This school is on the verge of greatness.” – Board Member*

The ideal candidate is an experienced Montessori school leader who is versed in the business aspects of running a school. The ability to balance the oversight of quality Montessori education with school operations is essential.

The new HOS must be a visionary, partnering with an invested and supportive Board, who can communicate and implement a strategic plan. A commitment to diversity, equity, and inclusion is important. The HOS will effectively develop engagement with the community to join in that vision.



Personality traits that will serve the new Head of School will include passion, observant, trustworthy, and engaged. A new Head will also need to be supportive, collaborative, an articulate communicator, and innovative. They should be transparent, approachable, adaptive, and relatable.

The profile below indicates traits, skills, roles, and responsibilities that would align with success for the next Head of School at the Montessori School of Yakima.

**A Montessori Leader, dedicated to**

- Naturally putting children first
- Championing Montessori education: Demonstrating leadership and commitment to the delivery of quality Montessori education

- Engagement, as a Montessorian, to lead and support Montessori guides' curriculum implementation while providing constructive feedback
- A commitment to provide access to high-quality professional development
- Acting as a leader of diversity, equity, and inclusivity
- Modeling a deep understanding of Montessori philosophy and values through words, actions, and behavior
- Developing a climate of respect
- Identifying the needs of the school community and garnering the resources to achieve clearly defined goals.

*"Children at MSY have the opportunity for growth and development." - Parent*

### **Strategic Visionary, skilled at**

- Developing, in partnership with the Board, the implementation of a strategic plan with a focus on Montessori education, program refinement and growth, diversity, facility improvements, fund development, and community building
- Clearly articulating the mission of MSY
- Oversight of the big picture of MSY, and delivery of best practices in Montessori education and school operations
- Embracing the scope of work of a not-for-profit school governed by a Board of Trustees
- Expertise in the complexities of running a school, change management and systems thinking
- Seeking insights from all stakeholders through open communication, transparency, and collaboration
- Further development of the administrative staff to share responsibilities
- Ensuring the balance of Montessori quality with the vision of growth and facility expansion
- Possessing the business acumen to lead and to provide oversight for all aspects of the school operation
- Viewing the school as the next exciting chapter in the organization's development, building the next generation.



### **A Community Builder, gifted at**

- Keen ability to embrace the uniqueness of the MSY culture—common values, caring, and nurturing
- Being a “people person”—accessible and open. Parents, faculty, and administrators expect active listening skills from the new HOS; fostering trust, transparency, and integrity



- Empowering and supporting employees—Recognizing the talents of the administrative team, and faculty/staff, allowing them to work autonomously while maintaining the mission and quality of education
- “Setting the tone,” - Cultivating community to bring families together
- Coordinating meaningful understanding through family education
- Representing all constituents, enthusiastically fostering a culture of diversity, equity, and inclusivity, strengthening a culture of acceptance
- Highly engaged and visible in the school community
- Advocating for MSY and Montessori education in the Yakima community

*“We want our community [Yakima] to know who we are.” - MSY parent*

#### **An Engaging Communicator, skilled at**

- Excellent expressive and receptive communication
- Interacting with a high degree of emotional intelligence: empathetically, compassionately, nurturing, while providing clear expectations and decision making
- Honoring voices from all constituents – Open communication, transparency, and consensus building
- Educating the families about the value of the elementary and middle school programs.
- Championing conflict resolution through staff training and continuing implementation.
- Marketing Montessori education to the greater Yakima community



*“Connection is really important between the staff and the parents.” –Parent*

*“The next HOS will be a very visual presence.” - Guide*

The HOS is under the direct supervision of the Board, which is responsible for the HOS hiring, support and annual evaluation.

MSY is looking for an excellent new leader to be in place for the start of the 2026 school year.

#### **Position Requirements**

- Montessori credential preferred from AMS or other MACTE-accredited program
- Administrative experience in an educational setting; three years' experience in administration in a Montessori school preferred
- A Bachelor's degree is required; advanced degrees in a related field preferred
- Experience with regulatory, personnel, budget, and fiscal management preferred
- Experience working with a governing board preferred



Benefits include health insurance, a Simplified Employee Pension Fund, tuition discounts; vacation, sick, personal, and professional days.

Interested candidates must submit the following documents, via email to [Carla Hofland](#), Consultant, [Metro Consulting Services](#):

1. Cover letter addressed to the Search Committee expressing interest in and detailing qualifications for the position
2. A current resume
3. A statement of educational leadership philosophy (1-2 pages)
4. Two examples of writing on a school or educational topic (can be school newsletter/communications)
5. Five references (including email addresses and telephone numbers) that can be contacted confidentially)
6. Other documents/media may be required later in the process.

Candidates' engagement with the search will be kept confidential until the final stage of the process. Candidates are free to communicate directly with Carla Hofland via [email](#) or phone (301)230-0901 regarding the search process.

Application Deadline: December 1, 2025.

Note that the search will continue until a qualified candidate has been hired.