

Head of School

Alpharetta International Academy (AIA) Alpharetta, Georgia

Start Date: Summer 2026



For over 40 years, Alpharetta International Academy (AIA) has been a beacon of Montessori education in Georgia, a thriving, diverse, and community-centered school. Rooted in an international identity and surrounded by a uniquely peaceful, wooded campus, AIA offers children a rare balance of academic excellence, global perspective, and natural serenity. We seek a visionary Head of School to begin in Summer 2026 to guide our community into the future while honoring its strong foundation.

The school is situated on two campuses, directly across the street from each other, on a beautiful, wooded 5-acre site in Alpharetta, Georgia. AIA serves 150 students in 10 Montessori classrooms, ranging in age from 18 months to 14 years, with 2 Preprimary/Toddler, 4 Primary, 2 Lower Elementary, 1 Upper Elementary, and 1 Middle/Junior High School environments. The buildings offer spacious, well-equipped Montessori environments, bright, airy spaces, extensive outdoor playgrounds, and workspaces for adults. An abundance of print books is available, along with a student library staffed by a faculty librarian, accessible across all age levels. The school proudly supports beloved extracurricular programs, including Spanish, Art, Engineering, Cross Country Running, Physical Education, Music, as well as M.S./Jr HS business and fundraising initiatives.

Our international and multicultural community enriches daily life at AIA. Families, faculty, and students from many backgrounds bring perspectives that deepen the Montessori experience, fostering empathy, global awareness, and respect for all.

“A culture of inclusivity, welcoming, and celebrating diversity.” – AIA Parent



The Head of School (HOS) will work closely with a dedicated, highly collaborative leadership team, including a Director of Finance and Operations and Director of Admissions. Tuition revenues primarily support the school's operations, supplemented by fundraising for additional initiatives such as student field trips. The school operates on five acres with direct access to Webb Bridge Park, Alpharetta's premier wooded park known for its trails, greenery, and peaceful atmosphere. Families often describe the campus as calm and peaceful, with a quiet side-road entrance, tree-lined paths, and a private walking trail through the school's woods

A tenured, passionate, joyful, collaborative, and highly trained staff of Montessori educators serve the students of AIA with credentialed Montessori educators across the age levels. The school is governed by a Board of Directors whose members bring complementary expertise in business, strategic planning, human resources, talent development, and education. Collectively, the Board provides strategic oversight and resources. AIA has an operating budget of \$1.7 million. This range of professional experience ensures strong financial stewardship, organizational insight, and a deep commitment to the school's long-term success. The Board values partnership

and looks forward to working closely with the next Head of School in a spirit of trust, collaboration, and shared vision.

“We see this moment as more than a leadership transition; it's a unique opportunity for the next Head of School to leave a legacy on a thriving Montessori community. Our Board is ready to be a true partner in that journey, offering trust, resources, and collaboration that allows a great leader to do their best work.” – Board of Directors

The parents are deeply invested in the school, with a strong commitment to Montessori principles. Parents volunteer actively and support signature events and programs. With recognized, high-quality Montessori education, stable revenue, and an engaged community, the incoming Head of School will have the opportunity to continue established traditions while also shaping new initiatives. The community is diverse, inclusive, and deeply committed to the school's mission.

Founded in 1981, AIA is proud to have over 40 years of experience in Montessori education. It is accredited by the Georgia Accrediting Commission (GAC). The school is a member of the American Montessori Society and the International Montessori Council. Alpharetta International Academy is incorporated under the laws of the State of Georgia and is a 501(c)3 organization. The school was voted Best of Georgia in 2022, 2023, and 2024 in the *Georgia Business Journal*.

“Montessori can bring out the wonderfulness of children, but it cannot happen without an atmosphere of kindness.” – Dixie Oliver, founder of AIA

The City of Alpharetta

Just 30 minutes north of Atlanta, Alpharetta offers the best of both worlds: big-city access with small-town charm. Families enjoy proximity to Atlanta’s cultural, educational, and professional opportunities while living in a nationally recognized community known for safety, greenery, and exceptional quality of life. Home to more than 70,000 residents, Alpharetta was named one of The South’s Best Cities on the Rise 2024 by *Southern Living Magazine*, ranked #24 in *U.S. News & World Report*’s Best Places to Live (2025–26), and appears in Niche’s *Top 50 Best Places to Live in America* and *Top 20 Best Suburbs in the U.S.* (2025).

The city blends economic vitality with family-friendly amenities, from its dynamic business and technology hub to Downtown Alpharetta, a vibrant dining and cultural district, and Avalon, a premier shopping and entertainment destination at the heart of community life. Families also value Alpharetta’s natural beauty, with the Big Creek Greenway and 34 public parks providing miles of forested trails, playgrounds, and wide-open green space. This unique balance of opportunity and serenity makes Alpharetta a place where families put down roots and where educational leaders can thrive in a safe, resource-rich community that deeply values strong schools and invests in their children’s future.

“Our school has a country feeling, with an urban twist” – AIA Teacher



Mission

AIA strives for excellence and with a commitment to providing a quality Montessori Education for each child. The goal is to nurture each child’s innate desire to learn in a kind and supportive way. AIA embraces DIVERSITY, welcomes new IDEAS, and encourages CREATIVITY.

“Children from all over the world have a place.” - Current HOS

For more information about AIA, visit the school's [website](#).

Head of School Profile

*Montessori Leader * Strategic Thinker * Community Builder* Communicator*

The next Head of School (HOS) will be joining an established, extremely successful, 40-year-old Montessori school with a sustainable and exciting future. They must be skilled at building trust to cultivate a strong and respected voice in Montessori pedagogy, school leadership, and recognition in the AlphaTheta community. A commitment to the implementation of high-quality Montessori education, Preprimary – Middle/Junior High school, building on the legacy and accomplishments of the school to date, and honoring the dedication of the current stakeholders is essential for the success of the new HOS.

The ideal candidate is an experienced Montessori educator who is well-versed in leading the operation of a Montessori school. AIA's new HOS must be a strategic thinker who can communicate a clear vision for the school in partnership with the Board, execute the steps to get there, and effectively obtain support and buy-in from the faculty and families to join in that vision. While respecting and honoring current successes and traditions, the new head of school will have opportunities to explore future campus and program expansion.

Personality traits that will serve the new HOS will include passion, trustworthiness, inspiration, and innovation. A new Head will also need to be kind, compassionate, involved, approachable, and love working with the students. They should be visionary, enthusiastic, and engaged.

“Dream Team” - the current HOS description of AIA employees

The profile below indicates traits, skills, roles, and responsibilities that would align with success for the next HOS at AIA.



A Montessori Leader, dedicated to

- Championing Montessori education from Preprimary/Toddler through Middle /Junior High School.
- Demonstrating leadership, experience, and expertise in Montessori principles and pedagogy.
- Managing faculty and staff, including attracting, recruiting, hiring, nurturing, and supporting them.
- Modeling Montessori philosophy and values through words, actions, and behavior; placing the child first.
- Supporting, delivering, and making accessible high-quality professional development for teaching faculty and providing systems of constructive feedback to teachers.
- Continuing to support and provide leadership for beloved extracurricular programs such as Spanish, Art, Engineering, Cross Country Running, Physical Education, Music, M.S./Jr HS fundraising Initiatives, and Yoga.

- Compliance with the Georgia Accrediting Commission standards and other regulatory requirements.
- Ensuring that school life reflects the principles of diversity and inclusivity of every individual in the AIA community.

“Build on our foundation ...” - AIA Administrator

“It’s Montessori” - AIA Teacher Assistant

Strategic Thinker, skilled at

- Developing, in partnership with the Board, strategic planning with a focus on student experiences and outcomes, enrollment and programs, people and leadership, parent and community, finance and growth, facilities and safety, board governance, technology, and accreditation.
- Clearly articulating the mission of AIA.
- Seeing the big picture of AIA and delivering program implementation of best practices in Montessori education and school operations.
- Embracing the scope of work of a non-profit school governed by a Board of Trustees.
- Establishing an effective manner of leadership and appropriately involving the Board, administration, and faculty in decision-making.
- A receptiveness to new, progressive, and innovative ideas, while honoring the long legacy of the high-fidelity Montessori education as developed by Maria Montessori and reflected in the school’s successful programs.
- Possessing best practices in business management to lead, execute, and hold accountable all aspects of the school’s operations.



“People want to stay, build on the current legacy.” – AIA Parent

A Community Builder, gifted at

- Observing and honoring the history of AIA and moving respectfully into the future for new generations of students.
- Building trust, cultivating and managing stakeholders’ expectations while staying true to the mission and vision of AIA.
- Being a “people person” – approachable, a great listener, open to divergent opinions, validating individuals’ concerns/questions.
- Highly engaging, present, and visible in the school community.
- Ensuring the community's sense of safety and security for the students.
- Representing all constituents, fostering a culture of diversity and inclusivity.

- Providing leadership for established school events.

“Trust is paramount.” - AIA Teacher

An Engaging Communicator, skilled at

- Excelling at expressive and receptive communication.
- Serving as the face of AIA and Montessori pedagogy.
- Clearly and inspirationally conveying the value of Montessori education to current stakeholders, prospective parents, and employees.
- Interacting with diplomacy while providing clear expectations, transparency, oversight and accountability.
- Ensuring relevant communications with the Board, faculty, and parents, with effective feedback mechanisms.
- Demonstrating receptiveness to constituents’ diverse ideas and opinions while firmly supporting Montessori philosophy and pedagogy, with proven ability in conflict resolution.

“It is really cool...you can share anything you know and there is no judgment for what you say.”

-AIA Middle School Student



The HOS is responsible, in partnership with the Board, for the execution of the mission and strategic goals of AIA to produce the highest level of education consistent with the accreditation standards set forth by regulatory agencies. The new HOS must possess expertise and experience in Montessori education, board governance, and the business acumen to lead and execute all aspects of the school’s operations. The HOS is accountable to the AIA Board, which is responsible for hiring and conducting the annual evaluation of the HOS.

AIA is seeking an exceptional new leader to be in place for the start of the 2026 school year.

Position Requirements

- A bachelor’s degree (required); advanced degree preferred
- Montessori certification is strongly preferred; candidates with a deep understanding and proven application of Montessori philosophy will also be considered
- Minimum 3–5 years of educational leadership experience, preferably in an independent or Montessori school setting
- Strong skills in team leadership, staff development, and parent/community engagement
- Experience with nonprofit governance and working alongside a board is a plus
- Meeting all requirements of local, state, and accrediting/regulatory bodies

Benefits AIA offers a competitive package including health insurance, 401(k) with matching contribution, personal and sick days, fully funded professional development opportunities, personalized leadership coaching, and full tuition remission for the Head of School’s children. Relocation assistance may be available for qualified candidates. The Board, together with external consultants, is committed to providing ongoing support and mentorship during the transition and onboarding period.



Application Process:

Interested candidates will submit the following documents via email to [Carla Hofland](#), Consultant, [Metro Consulting Services](#), no later than November 7, 2025.

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 a 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.

Note that the search will continue until a qualified candidate has been hired. Please submit a letter of interest or application by November 7, 2025.

This is a unique opportunity to lead a thriving, established Montessori school into its next chapter of growth and excellence. We invite you to bring your vision, passion, and expertise to Alpharetta International Academy, where the Board, together with the school community, looks forward to a strong partnership with the next Head of School in carrying forward our mission together. Together, we will shape a future as inspiring as the children we serve.

“Not broken, don’t fix it, but new ideas are great...” - AIA Administrator