

**Executive Director
Creative Montessori School
Birmingham, AL**

Creative Montessori School provides an authentic Montessori environment that empowers children to discover their unique potential to shape their future and transform the world around them.

About the School

Founded in 1968 as a private, nonprofit school, Creative Montessori School (CMS) has served as a model for the Birmingham education community for over 55 years. CMS enrolls 250 students at the toddler, primary, elementary, and adolescent levels on a two-acre campus located in the center of Homewood, Alabama. Convenient to both downtown Birmingham and surrounding suburbs, CMS draws from 21 zip codes throughout the metropolitan area. CMS offers its students an unparalleled private school education in a warm and loving atmosphere where the focus is on the individual child. Loving learning, growing leaders, and teaching excellence – these are the cornerstones of the CMS experience. As an American Montessori School certified organization, CMS faithfully endorses and follows the Montessori method to fulfill its mission. Our mission, coupled with a tradition of fostering diversity, has long been a source of pride and strength. CMS has been first in many areas, including:

- The first private school in Birmingham founded as a purposely integrated school
- The first to offer science, social studies, and foreign languages for preschoolers
- The first with mixed-age classrooms in which children of diverse backgrounds and abilities are provided individualized instruction tailored to natural learning processes and capabilities.

The next Executive Director will join a thriving, vibrant community with an exciting future. CMS has completed a decade-long campus Masterplan that delivered a beautiful new preschool building, administrative wing, and gymnasium, as well as fully renovated elementary classrooms, a dedicated learning space for our Secondary (middle school) program, and purposeful outdoor spaces. We have also expanded our program offerings, including the launch of a dynamic new music program. This successful period of growth reflects the generosity of our donors, the engagement of our families and alumni, and the vision and commitment of our Board of Directors, faculty, and staff.

About the Executive Director Role

CMS is seeking an inspiring leader who shares our passion for Montessori education and fosters strong engagement among teachers, staff, parents, and students. The Executive Director will uphold our core values of respect, integrity, inquiry, and responsibility while ensuring that all programs and operations are aligned

with Montessori principles. This leader will support teachers in their professional growth, strengthen relationships with families and community partners, and elevate the CMS brand within the broader Birmingham community. The Executive Director works closely with and reports to the Board of Directors, partnering with the board to provide strategic guidance and long-term vision.

Major areas of responsibility include, but are not limited to:

- Uphold the school's core values and mission by implementing policies, procedures, and organizational practices that reflect Montessori philosophy and long-term strategic goals.
- Cultivate strong, productive relationships with families, staff, donors, community partners, and other stakeholders, fostering a cohesive and supportive school community energized by the school's mission.
- Lead and directly supervise the administrative team, including the Director of Montessori Education, the Director of Advancement, and the Business Operations Manager. Set annual goals to further the mission and vision of the school. Hold team accountable for results.
- Design and implement effective processes, technology, and organizational design to successfully manage all aspects of day-to-day school operations in a manner that generates high family satisfaction.
- Oversee processes and procedures to attract, recruit, manage, and retain high-quality, engaged faculty and staff who advance the mission of the school. Prioritize ongoing professional development, training, and feedback.
- Develop admissions strategies to attract and retain outstanding students that meet enrollment goals at each program level. Actively market and communicate the benefits of a Montessori education through the 8th grade in a manner that resonates with and influences parent decisions.
- Actively participate in school and community events with energy, enthusiasm, and a focus on building CMS's brand and reputation.
- Develop an achievable annual operating and fundraising budget for board approval. Operate within the constraints of the approved budget.
- Champion fundraising and development efforts that align with the mission of the school and generate results with a high return on effort.
- Maintain a safe, orderly, and aesthetically appealing campus aligned with Montessori principles. Ensure facilities and classroom materials are well cared for.
- Supervise vendors and subcontractors and ensure fulfillment of contracts.
- Ensure full compliance with all regulatory requirements, including those of the Alabama Department of Human Resources, Jefferson County Health Department, Homewood Fire Department, and other applicable authorities.
- Keep the Board of Directors well-informed on programs, policies, budgetary matters, and strategic issues. Implement all Board-approved policies and directives.

Competencies

Leadership

- Inspire and energize others with positivity, authenticity, humility, and clear commitment to the mission.
- Lead with emotional intelligence—steady, empathetic, and resilient under pressure while fostering a healthy, inclusive, high-trust culture.
- Provide strategic, systems-level leadership and anticipate the long-term impact of decisions.

Interpersonal Skills

- Build genuine connections with families—listen deeply, learn names, and understand what makes each child unique.
- Engage confidently with donors and community leaders, developing long-term relationships that inspire advocacy and investment.
- Build strong, trusting relationships with faculty and staff through kindness, respect, and approachability.
- Navigate difficult conversations with clarity, empathy, and accountability.

Communication

- Promote a culture of open, honest, and effective two-way communication.
- Speak dynamically in front of large groups while also excelling in informal, personal one-on-one conversations, adapting style and tone to the audience.
- Summarize complex information in clear written and verbal formats.

Results Orientation

- Set realistic yet aggressive goals and effectively manage yourself and your team to meet or exceed them.
- Set a high bar for team and self; demand high-quality work.
- Drive continuous improvement and balance strategic priorities with operational realities to achieve strong results.

Planning & Decision Making

- Demonstrate strong organizational discipline and sound judgment.
- Make clear, thoughtful, data-informed decisions aligned with mission, values, and strategy.
- Maintain strong financial acumen—budget, forecast, and steward resources responsibly.
- Anticipate risks, proactively mitigate challenges, and position the school for long-term stability and growth

Montessori Commitment

- Demonstrate a strong commitment to Montessori philosophy and advocate for its value internally and externally.
- Show openness to deepening Montessori knowledge as needed.

Preferred Qualifications

- Bachelor's degree required, advanced degree preferred.
- At least three years of administrative or executive leadership experience.
- Montessori administrator certification or willingness to obtain certification after hire.
- Working knowledge of accounting and core business operations.
- Experience planning and managing an organizational budget.
- Familiarity with nonprofit governance, operations, and organizational leadership.
- Ability to champion fundraising and development efforts, including donor cultivation and grant identification.

Application Process

- Applicants should submit a cover letter and resume to board@cmskids.org by December 31, 2025.
- Position start date is June 1, 2026.

Creative Montessori School shall not discriminate, endorse, or affiliate with those who discriminate on the basis of age, religion, genetics, race, creed, ethnicity, color, disability, gender, marital status, sexual orientation, or national origin.