

Director of Education & School Culture

Location: Willow Oak Montessori School

Contract Type and Term: Full-Time

Compensation: \$81,000 - \$88,000

Start Date: July 1, 2026

Length of contract: 1 Year

Reports To: School Governance Board

Position Summary

The Director of Education & School Culture is a senior leader responsible for upholding the integrity of the Montessori program while cultivating a strong, inclusive school community. This role ensures fidelity to Montessori philosophy across all levels while supporting faculty growth, student well-being, and a culture of belonging.

This role serves as one of two Co-Heads of School and partners closely with the Director of Operations & Community Stewardship to ensure aligned leadership, effective decision-making, and the overall health of the school.

Co-Head Leadership Model

Willow Oak operates under a co-head leadership structure designed to leverage complementary expertise across instructional and operational domains. Each Co-Head holds primary responsibility for defined areas while sharing accountability for whole-school success.

The Director of Education & School Culture leads academic and programmatic functions, while partnering on strategic, staffing, and community-facing decisions. The Co-Heads work in close alignment through regular meeting structures and shared planning cycles.

Core Responsibilities

(Primary decision-making authority within educational and programmatic domains)

- Steward the school's mission, vision, and Montessori values
- Oversee curriculum and pedagogy with a commitment to authentic Montessori practice
- Supervise, evaluate, and coach faculty; lead professional development

- Conduct classroom observations and support instructional excellence
 - Partner in hiring instructional staff
 - Oversee program leaders (Children's House through Adolescent)
 - Lead student support systems (MTSS, EC, SEL) and discipline practices aligned with Montessori principles
 - Guide enrichment and family education programs
 - Foster a culture of belonging among students, staff, and families
 - Serve as a lead ambassador for the school's educational mission through relationship-building with donors, community partners, and prospective supporters
 - Partner in strategic advancement efforts by helping articulate programmatic priorities, educational vision, and long-term growth goals to donors and stakeholders
 - Support major donor cultivation and capital campaign engagement through mission-centered storytelling and community relationship development
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Shared Leadership (Joint Decision-Making Areas)

(Co-led with the Director of Operations & Community Stewardship)

- Co-lead strategic planning and annual goal setting
 - Partner on senior leadership hiring and evaluation
 - Align on budget priorities impacting staffing and programming
 - Coordinate schoolwide communication and crisis response
 - Advance equity, belonging, and community engagement initiatives
 - Guide program growth and long-term school expansion decisions
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Opportunities & Priorities

- Strengthening instructional consistency and Montessori fidelity across levels
 - Supporting faculty development and retention
 - Deepening a cohesive, inclusive school culture for students, staff, and families
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Supervises

Program Liaisons (Children's House, Lower & Upper Elementary, Adolescent), EC/MTSS Coordinator, Student Support/SEL Staff, Montessori Coach

Evaluation & Support

Both Co-Heads report to the School Board of Directors and are evaluated through a combination of shared school-wide goals and individual leadership responsibilities. The Board is committed to supporting the leadership partnership through clear communication structures and regular check-ins.

Qualifications

- Bachelor's degree required; Master's preferred
 - Montessori training and/or significant experience strongly preferred
 - Experience in instructional leadership and faculty development
 - Deep understanding of child development and progressive education practices
 - Strong leadership, communication, and collaboration skills
 - Commitment to equity, inclusion, and community-centered education
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How to Apply

Submit resume, cover letter, and three references to mgray@willowoakmontessori.org.