

Online Montessori Secondary Program Seeks Head of School

We are an innovative online Montessori secondary program serving students in middle and high school. We work primarily in partnership with established Montessori schools, helping them expand and strengthen their adolescent programs by providing specialized courses, experienced faculty, academic systems, and administrative support. We also serve a smaller number of students who enroll with us directly.

Our program brings authentic Montessori principles into a thoughtfully designed online environment. Our mission is to help adolescents become engaged and fulfilled citizens through an integrated curriculum that supports academic and social growth, self-expression, independence, and preparation for adult life.

Our school is Cognia Accredited with Distinction and offers NCAA-approved high school courses and dual-enrollment opportunities with an accredited university. Our students and partner schools are located across the United States and internationally.

The Opportunity

Our school is seeking an experienced, collaborative, and entrepreneurial **Head of School** to lead the next stage of the school's development. This is estimated to be a 30 hour/week job to start, and can be performed from anywhere in the United States.

The Head of School will provide educational leadership while ensuring that the school's academic programs, faculty, student services, partner relationships, enrollment systems, and daily operations work together effectively. This is a highly visible position requiring both strategic thinking and hands-on leadership.

Because ours is a younger and growing school, the successful candidate must be comfortable moving between big-picture planning and practical execution. On one day, the Head of School may be coaching a faculty member or reviewing student progress; on another, they may be meeting with a partner-school leader, refining an operational process, supporting an enrollment conversation, or preparing accreditation documentation.

The Head of School is accountable for the functions described below, but does not necessarily perform each task independently. Responsibilities are shared with the school's leadership team, faculty, administrative staff, contractors, and professional service providers.

Primary Responsibilities

- **Strategic and Educational Leadership and Strategy**
- **Academic Program and Faculty Leadership**
- **Oversee the Student and Family Experience**
- **Oversee Partner-School Relations**
- **Drive Enrollment and Support Community Growth**
- **Lead School Operations including Compliance and Accreditation**

Required Qualifications

- Eligible to work in the United States
- Experience working in a Montessori Secondary program.
- Master's degree in education, educational leadership, curriculum and instruction, school administration, or a related field.
- At least five years of progressively responsible experience in education, including meaningful school, program, or academic leadership experience.
- Demonstrated success supervising, supporting, and developing teachers or other education professionals.
- Strong understanding of secondary education, curriculum development, student assessment, academic records, and graduation requirements.
- Experience working directly with students and families, including handling sensitive concerns and resolving conflict.
- Excellent written, verbal, organizational, and interpersonal communication skills.
- Strong judgment, discretion, follow-through, and attention to detail.
- Ability to manage multiple priorities and lead effectively in a small, distributed organization.
- Facility with online collaboration platforms, student information systems, learning management systems, spreadsheets, and Google Workspace or comparable tools.
- Genuine alignment with Montessori principles, student-centered education, and our school's mission.
- Ability to work effectively from a remote location with reliable internet access and regular availability during established school hours.
- Ability to successfully complete required background and reference checks.

Preferred Qualifications

- Montessori credential, Montessori leadership experience, or substantial experience in a Montessori school.
- Leadership experience in a middle school, high school, virtual school, independent school, or other secondary program.
- Experience leading an accredited school or managing accreditation and continuous-improvement processes.

- Familiarity with Cognia, NCAA course approval, dual enrollment, accommodations, college counseling, or secondary-school compliance.
- Experience developing institutional partnerships or working with multiple schools, campuses, or client organizations.
- Experience with Gradelink, Google Workspace, HubSpot, and online learning platforms.
- Experience helping a growing educational organization build scalable policies, systems, and operating procedures.

The Successful Candidate Will Be

- A mission-driven educational leader who understands and respects adolescents.
- A confident decision-maker who also listens carefully and builds consensus.
- A supportive faculty leader who combines accountability with empathy.
- A thoughtful communicator who earns the trust of students, families, faculty, and partner schools.
- An organized operator who creates reliable systems and follows through on commitments.
- Comfortable with both leadership and hands-on work.
- Adaptable, resourceful, and energized by the opportunities of a growing school.
- Committed to building an inclusive community grounded in dignity, respect, curiosity, and global citizenship.

Interested candidates, please send resume and cover letter to
MontessoriPost@cgms.edu