

Executive Director (Head of School)
for Summer 2020



Three Tree Montessori School, a 200-student private, independent AMI school in Burien, Washington, is seeking an executive director (head of school) for placement August 1, 2020. An interim executive director is in place for the 2019-20 school year.

Three Tree now serves students from toddler through 6th Grade and is governed by a 9-member self-perpetuating board of trustees. The school itself is 16 years old, and the board seeks an executive director who will continue the school's maturation as a private, independent school:

- Strengthen admissions, communications, marketing, finance and operations;
- Explore ways to attract resources via philanthropy and collaboration with other organizations;
- Bolster communications within the school and between the school and families;
- Continue to explore optimal space utilization on the toddler-6th Grade campus;
- Support ongoing work to bolster diversity and inclusion;
- Achieve accreditation by NWAIS;
- Lead formulation of a new strategic plan;
- Meet the challenges posed by increasing competition in the local schools market; and
- Provide oversight to implementation of a new junior high program (opening during the 2021-22 school year).

Qualifications

Required

- Successful experience leading at a senior level in a private, independent school;
- Functional familiarity with Montessori pedagogy and practice;
- A proven track record of improving administrative operations;
- A working understanding of private school finance and planning;
- Success leading in a diverse, multi-cultural community; and

- Exceptional emotional intelligence.

Desirable

- AMI training and certification would be an asset, but is not required;
- Experience shepherding a school through the independent school accreditation process (NWAIS).

About the Three Tree Community

Members of every stakeholder group comment on the school's extraordinary sense of community, AMI Montessori authenticity, and dedicated classroom guides and assistants. Burien is a diverse community immediately west from Sea-Tac airport in between Seattle and Tacoma. Because of this propitious location, Three Tree families come from surrounding neighborhoods and from much farther away, all drawn by the school's commitment to "follow the child."

Application Instructions

Send a cover letter explaining how you match the above requirements, a current curriculum vitae, your statement of educational philosophy, two writing samples (one of which should be directed toward parents) and the names and contact information for five (5) professional references to ThreeTreeSearch@ta-stl.com.

See the search web site at <http://educationleadershipsearch.com/search/threetree/>.

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