



**Head of School**  
**Joseph S. Bruno Montessori Academy**  
**Birmingham, Alabama**

**Description:**

Joseph S. Bruno Montessori Academy was founded in 1982 by Joseph S. Bruno and Theresa Sprain. The school is supported by The Joseph S. Bruno Foundation which is a Not for Profit 501 (c)(3) educational organization. The school is accredited by both Cognia and The American Montessori Society. Joseph S. Bruno Montessori Academy recently celebrated its 40<sup>th</sup> Anniversary of serving children in the Birmingham area. The school sits on over 20 acres of wooded land that houses nine permanent buildings for classrooms for toddlers, primary, elementary, and middle school levels (toddlers- 8<sup>th</sup> grade). The acreage allows for space for a cafeteria, running track, two tennis courts, a gym, soccer fields, playgrounds, and an outside basketball court.

Joseph S. Bruno Montessori Academy is made up of a community of loyal Montessori educators, devoted parents, board members, and children who are curious learners in their environments, both indoor and outdoor.

For more information about Joseph S. Bruno Montessori Academy, please visit the website at [www.brunomontessori.org](http://www.brunomontessori.org).

**Overview of Job Description:**

Our community is dedicated to fostering the growth of children based on Maria Montessori's philosophy, curriculum and methods. Our students graduate from Joseph S. Bruno Montessori Academy with a foundation that supports their love of learning and sends them on the road to being a life-long learner. The next Head of School will be someone with the vision to build on forty years of tradition and history, while looking forward to the next chapter in our school's future.

-The Head of School will work closely with the administrative staff to achieve optimal enrollment for the school.

-The Head of School will support faculty in curriculum development and delivery so that all students receive an exceptional Montessori education and experience.

-The Head of School will plan and lead professional growth and development opportunities for faculty and staff.

-The Head of School will have strong verbal and written communication skills to serve as the primary communicator in a variety of contexts.

- The Head of School will monitor and implement the school's Strategic Plan and ensure compliance with all accrediting organizations.

-The Head of School will lead the financial management and general operations of the school.



-The Head of School will address the sustainability of the school by cultivating income from tuition and other revenue generating opportunities.

-The Head of School will be an experienced educator who, if not a trained Montessorian, is an exceptional leader who fully embraces Montessori philosophy.

**Position Requirements:**

- Administrative Experience in an educational setting (Montessori credential preferred)
- Bachelor's degree required (advanced degree preferred)
- Experience working with a governing board preferred
- Experience in budget and fiscal management required
- Experience in non-profit fundraising preferred
- Clear Background Check
- Finalists will be asked to submit references

**Compensation:**

Commensurate with education and experience.

**Benefits Package:**

- Health Insurance
- 401K
- Sick leave/Personal Days
- Paid Holidays/vacation
- Tuition remission discounts
- Contributions toward continuing education

**Hiring Timeline:**

Ideally, the school would like to see a candidate begin this position by summer 2023 under the guidance of our Interim Head of School. The search will continue until a qualified candidate has been selected.

Candidates are encouraged to begin the application process as soon as possible by submitting the following documents in PDF form to [rebecca@brunomontessori.org](mailto:rebecca@brunomontessori.org):

- Letter of Interest to the Joseph S. Bruno Montessori Academy Search Committee
- Current Resume
- Personal statement that includes a description of educational and leadership philosophy