



Head of School  
Quest Montessori School  
Narragansett, RI

Start Date: Summer 2025



[Quest Montessori School](#) is seeking a qualified candidate for its Head of School (HOS) position beginning in the summer of 2025.

Located on a picturesque, wooded property adjacent to the Domenic Christofaro Memorial Park, Quest Montessori has access to the park, outdoor classroom environments, playgrounds, and wooded trails that enrich the learning experience. The campus features six beautiful, naturally lit classrooms including Toddler, two Primary, Lower Elementary, Upper Elementary, and Middle School classrooms. A versatile barn-like multi-purpose room provides enrichment opportunities for both the students and parents within the school community. The Middle School program provides an academically rigorous curriculum complemented by a microbusiness component focusing on product design and manufacturing. The arts are integral to the school culture, led by a dedicated full-time faculty member, specializing in interdisciplinary sound and visual art.

A small group of parents from a Montessori primary school gathered in April 2001 to discuss the possibility of establishing a Montessori elementary and middle school in southern Rhode Island. Applying the Montessori approach, emphasis in the classroom would be on the process of “learning how to learn” rather than the traditional focus solely on academic achievement as measured by grades and standardized testing. The school opened in 2002 and has grown to an enrollment of 100 students and now includes classroom environments for children Toddler through Middle School. Twenty plus employees provide and support the Montessori program and administration. All Montessori teachers are credentialed and experienced. Classroom environments are well designed and offer beautiful Montessori materials across the age levels.

Quest remains the only Montessori school in Rhode Island to provide a continuous education for children from Toddler through Middle School and is the only accredited American Montessori Society school in the state of Rhode Island. It is also accredited by the Association of Independent Schools of New England.

Quest Montessori is a non-profit, tax-exempt organization, supported by a professional board, with an operating budget of two million dollars. The school owns its building, financed through a low-interest loan from the U.S. Department of Agriculture.

### **Narragansett**

Narragansett is located in southern Rhode Island. It occupies a narrow strip of land running along the eastern bank of the Pettaquamscutt River (aka Narrow River) to the shore of Narragansett Bay. With four of the state's most popular beaches, Narragansett is a favorite summer destination of Rhode Island residents and out-of-state visitors. The rich history of Narragansett includes the Narragansett peoples who were the first peoples to settle the area more than 30,000 years ago.

### **Mission**

Quest’s mission is to inspire its students to embrace life with curiosity, compassion and confidence through purposeful education grounded in an authentic Montessori environment.

For more information about Quest Montessori School, visit the school's [website](#).



## Head of School Profile

### *Montessori Leader \* Strategic Visionary \* Communicator \* Community Builder*

Quest Montessori welcomes the next Head of School (HOS) who will lead its well-established, successful, and accredited Montessori school with an aspirational vision for the future. They must be skilled at cultivating relationships to establish themselves as a trusted leader and influential voice in the school and Narragansett community. A commitment to continuation of the school's values is paramount, built on the dedication and investment of the school board, faculty, parents, and community.

The ideal candidate is an experienced Montessori school leader who is proficient in both educational and operational aspects of school management. The ability to provide oversight of authentic Montessori education with supportive school operations is essential. The art of delegation with an experienced administrative staff and veteran Montessori teacher leaders will be an asset for this new school leader.

Quest's new HOS must be a strategic visionary who can partner with a professional, invested, and supportive Board. The HOS will effectively engage the school community to join in that vision. Fresh ideas and an eye to the future of the school are welcomed.

Personality traits that will serve the new Quest HOS will include confidence, compassion, enthusiasm, and creativity. They will be receptive to new ideas, supportive, passionate, skilled at developing trust, an effective communicator, respectful, committed to being a partner and guide. In other words a true leader.

The profile below indicates traits, skills, roles, and responsibilities that would align with success for the next HOS at Quest Montessori School.



*“We all know all of the children, by name... that is essential to our close-knit, loving community.”  
(Faculty/Administration)*

### **A Montessori Leader, dedicated to**

- Championing Montessori education: Naturally putting children first
- Demonstrating commitment to the delivery of authentic Montessori education
- Understanding and embracing tenets of Montessori philosophy including the planes of development
- Engaging, as a servant leader, to support curriculum implementation across the programs
- Providing Montessori training and professional development across all faculty/staff
- Providing leadership for parent education
- Providing personalized educational services to all children including those with learning challenges
- Commitment to incorporation and expansion of environmental education
- Providing leadership and guidance for Diversity, Equity, and Inclusivity (DEI) goals and implementation
- Modeling a deep understanding of Montessori philosophy and values through words, actions, and behavior

*“Quest students are confident, prepared, and ready for high school.” (Middle School Students)*

### **Strategic Visionary, skilled at**

- Developing, in partnership with the Board, the execution of the strategic plan with a focus on authentic Montessori education, program development/enhancement, DEI, fund development, employee development and retention, marketing/public relations, community outreach, and increased resources
- Delivery of the strategic plan focused on authentic Montessori education with supportive and efficient school operations
- Embracing the scope of work of a not-for-profit school governed by a Board of Trustees
- Oversight, accountability and delegation with an experienced administrative staff and teacher leaders
- Possessing the business acumen to provide oversight for all aspects of the school operation
- Responding, in partnership with the board, to changes in the needs of stakeholders to secure the future health and growth of the school



### **An Engaging Communicator, skilled at**

- Interacting empathetically and compassionately while providing clear expectations and firm decision making
- Excellent expressive and receptive communication
- Open communication characterized by transparency, consistency, and effectiveness
- Sharing and communicating the mission and the strategic plan in partnership with faculty/staff

### **A Community Builder, gifted at**

- Being a “people person”—accessible and open
- Being highly engaged and visible in the school community
- Embracing the uniqueness and special qualities of the Quest school culture: common values, comradery, and respect for all adults and children
- Empowering and supporting employees—Recognizing and celebrating the talents and dedication of the administrative team and faculty/staff, and allowing them to work autonomously while maintaining the mission

- Representing all stakeholders, enthusiastically fostering a culture of diversity, equity, and inclusivity
- Advocating for Quest and Montessori education in the Narragansett community
- Developing community partnerships to increase awareness of Quest in the community and increase resources



The Head of School is responsible to the Board of Directors for the management of the daily operations of the school in accordance with the mission and philosophy of the school. The Board is responsible for the HOS hiring, support and annual evaluation. The principal duties of the Head of School are to ensure that the school's philosophy and objectives are met through an excellent educational program, a talented and dedicated faculty and staff, sound fiscal operations, and a sound physical plant. The Head serves as an ex-officio member of the Board of Directors and as a member of all Board committees.

Quest Montessori is looking for an excellent new leader to be in place for the start of the 2025 school year.

*“This is a special place, when we need the teaching team to jump in, they do so with willingness and a smile...” (Administrative Staff)*

### Position Requirements

- Two to three years' experience in administration in a Montessori school preferred
- Montessori credential preferred
- A Bachelor's degree is required; advanced degrees in a related field preferred
- Experience with regulatory, personnel, budget, and fiscal management preferred
- Experience working with a governing board preferred
- Must meet the [Head of School requirements](#) of an American Montessori Society accredited school

### Benefits

Quest Montessori offers health insurance; 401(k) retirement plan; tuition discounts; vacation, sick, personal, and professional days as well as vision and dental coverage.

*“Quest prepares you for life: teaching students how to find their way and be independent, more than any other school” (Quest Website)*



**Application Process**

Interested candidates must submit the following documents, via email to [Carla Hofland](#), Consultant, [Metro Consulting Services](#):

1. Cover letter addressed to the Search Committee expressing interest in and detailing qualifications for the position
2. A current resume
3. A statement of educational leadership philosophy (1-2 pages)
4. Two examples of writing on a school or educational topic (can be school newsletter/communications)
5. Five references (including email addresses and telephone numbers) that can be contacted confidentially
6. Other documents/media may be required later in the process

Candidates' engagement with the search will be kept confidential until the final stage of the process. Candidates are free to communicate directly with Carla Hofland via [email](#) or phone (301)230-0901 regarding the search process.

Application Deadline: August 15, 2024.

Note that the search will continue until a qualified candidate has been hired.