

Head of School Opportunity

Nature's Way Montessori – Napa, California

Nature's Way Montessori (NWM) is a thriving, authentic Montessori program serving 85 infants through Kindergarten in the heart of Napa Valley. Rooted in Montessori philosophy, a deep respect for children, and a strong, collaborative community, NWM is seeking a visionary **Head of School** to lead our program into its next chapter of growth, excellence, and joyful learning.

We are looking for an inspiring, relational leader who brings warmth, professionalism, and a passion for high-quality early childhood education. The ideal candidate embodies both big-picture vision and day-to-day operational strength, and is committed to nurturing a school culture where children, families, and educators feel deeply welcomed and supported.

General Responsibilities

The Head of School will:

- Serve as the primary representative of the school to faculty, staff, families, community partners, and the broader Montessori community.
- Work in partnership with the Owner to ensure mission-aligned leadership and strong communication.
- Inform and advise the Owner on all aspects of school operations, needs, and long-range planning.
- Oversee all financial operations, including development of the annual budget and maintenance of sound fiscal practices.
- Lead all aspects of talent management: hiring, orientation, professional development, observation, evaluation, and employment transitions.
- Foster a strong, inclusive school culture grounded in Montessori principles, respect, equity, and belonging.
- Oversee facilities maintenance, safety, licensing compliance and strategic planning initiatives.
- Supervise Lead Teachers in their implementation of Montessori curriculum, classroom management, professionalism, and parent communication.
- Ensure accurate record-keeping, reporting, program evaluations, and compliance with all licensing, legal, and insurance requirements.
- Support admissions and communications, including marketing, outreach, tours, interviews, and enrollment decisions.
- Build strong relationships with families, neighbors, the business community, alumni, and all stakeholders.

Qualifications

We are seeking a leader who:

- Demonstrates a deep commitment to Montessori education and the success of children and educators.
- Is warm, accessible, professional, and an exceptional communicator.
- Honors diverse lived experiences and fosters a culture where every voice is valued.
- Is a transformational leader with the capacity to envision and build for the future.

Skills & Experience

- Proven organizational leadership and team-management skills.
- Financial literacy: budgeting, cash-flow management, and operational planning.
- History of nurturing strong professional relationships.
- Excellent written and verbal communication abilities.
- Experience in team development and school-wide leadership.
- Degree in Early Childhood; Montessori background strongly preferred.

Compensation & Benefits

Nature's Way Montessori offers:

- A **highly competitive Bay Area salary**
- Generous **PTO**
- **100% employer-paid health and dental benefits**
- Ongoing **professional development**, Montessori training support, leadership retreats, and a collaborative, mission-driven environment

Application Process

Please submit the following materials:

- Statement of Educational & Leadership Philosophy
- Current Resume or CV
- Letter of Interest

Applications should be emailed to:

Monica MacDonald, Owner & Head of School
monica@natureswaynapavalley.com

