



Position Title: Assistant Head of School

FLSA Classification: Exempt, calendar-year (12-month) position

Reports To: Head of School

Salary Range: 150K – 180K

Summary

Post Oak enjoys an enviable position in Houston’s Montessori market with a reputation for excellence. Its 63-year-old, well-established Montessori program includes students 14 months through 18 years. Post Oak has been an innovative learning environment that has served scores of students in its lower, middle, and high school as they have matriculated to top colleges and universities.

The Assistant Head of School will be a key figure to continue its excellence and further its growth. The Assistant Head of School will support this work in the following ways:

- Improving integration of Student Support Services and auxiliary programs
- Ensuring high-quality teaching with ongoing and robust training and professional growth,
- Implementing programmatic elements of the strategic plan.

Core Responsibilities:

The Assistant Head of School communicates and collaborates regularly with the Head of School to address school-wide issues for all levels. The Assistant Head of School assists the Head related to the delivery of programs and is a core member of the administrative leadership of the School.

- Communicate and support the school’s vision, mission, and strategic plan to both internal and external audiences.
- Support Directors (Division and Auxiliary Programs) as they oversee program and curriculum:
 - Serve as coach/trainer regarding individual program needs, teacher growth and development, as well as formal and informal “in-service.”

- Ensure a through-line of safety, health, and well-being of all students within the academic and extra-curricular programs.
- Work to promote harmonious and constructive relationships among students, faculty, staff, and families.
- Create effective cross-divisional collaborations to advance equity across all aspects of the educational experience
- The Assistant Head of School works closely with the HR Relations Manager and Division Directors.
 - To foster and develop a sense of community and cooperation among the faculty, administration and staff.
 - Work collaboratively on growth and renewal, to include goal setting, and professional development.
 - Ensure that the recruitment, interview and selection process for staff is designed to ensure fulfillment of Post Oak strategic outcomes.
 - Plan and implement new employee orientation and facilitate training in Montessori theory and practice.
- Further integrate the Student Services team:
 - Assess progress and identify strategies to further support students to reach their potential and thrive at Post Oak.
 - Supervise student support services team.
- As necessary, provide programmatic decision making in the absence of the Head of School.

Qualifications:

Experiences : While the search will be interested in reviewing candidates who hold a range of experiences and credentials, we believe that a profile that mirrors the following will align best with the needs of this position and Post Oak School

- Full understanding and experience with the academic, environment, community, and operational aspects of an independent Montessori school
- Leadership experience in an academic department or Montessori school, working on program design, teacher development and student support

- Exceptional interpersonal skills and exemplary results in leading, coaching or mentoring teachers or other adult learners
- Deep experience/training in anti-bias/cultural competence or other relevant diversity, equity, and inclusion training
- An advanced degree and evidence of consistent and comprehensive professional development
- Experience and knowledge of the developmental continuum from preK through grade 12

Personal Qualities:

- A team player who celebrates the success of the collaborative group
- A hard worker who is motivated by creative problem solving
- A life-long learner who continues to develop skills and humbly accepts there is always room for growth
- A leader grounded in values and relationship building
- An organized thinker who can prioritize and manage multiple responsibilities simultaneously

Post Oak is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, nationality, or ethnic origin with regard to hiring, admission, or in the administration of any of its programs.