



TOTH
MONTESSORI

NAVY YARD, WASHINGTON, DC

HEAD OF SCHOOL

ToTH Montessori

Washington, DC



Full-time or part-time for the right candidate · Anticipated start: **August, 2026**
Search managed by Montessori Makers Group Advisory

ABOUT TOTH MONTESSORI

Founded in 2012, ToTH Montessori is an independent Montessori school for children from three months through six years of age, with two campuses in the Navy Yard and historic Capitol Hill neighborhoods of Washington, DC. Named a 2025 Washington Parent Picks Winner and the Washington City Paper Best Preschool every year from 2017 through 2024, ToTH is known for excellent classrooms, a strong and loyal family community, and a faculty trained across complementary Montessori traditions. The school guides young children to reach their full potential by nurturing curiosity, independence, and a love of learning. ToTH participates in the DC child care subsidy program and warmly welcomes families of every background.

THE ROLE

ToTH seeks a Head of School to serve as its senior educational leader and the licensed director of both campuses. The role centers on instructional leadership, coaching and supporting teachers, nurturing a healthy school culture, and building trusting relationships with families, supported by a capable administrative team that handles operations, finance, recruitment, and compliance.

Reporting to the Board of Directors, the Head of School upholds the quality and authenticity of the Montessori program across infant, toddler, and primary classrooms, makes classroom observation and coaching a consistent part of the week, supports teachers and curriculum so the program continues to meet children's and families' needs, leads the crucial family conversations with care, and partners with the board to help the school grow with strength and consistency across both locations.

WHO WE SEEK

This is a role for a Montessori leader who knows that the heart of the work is people. ToTH has a strong preference for a candidate who holds a MACTE-accredited Montessori teaching credential, such as AMI, AMS, or IMC, and will also consider an exceptional school leader from outside Montessori who is genuinely committed to being trained in the philosophy. A bachelor's degree in early childhood education is the preferred baseline. Direct experience working in or leading a classroom is ideal, and it is something ToTH's teachers have asked for in their next leader.

The strongest candidate brings mature people-management: the ability to coach experienced adults, set clear expectations with warmth, and resolve conflict with dignity. ToTH is looking for a calming, steady presence and a trustworthy communicator who hears both parents and teachers, and who leads change thoughtfully, by learning the community first. Practically, this person should be comfortable moving on foot between two campuses a half mile apart, including stairs at the second campus. ToTH welcomes candidates of all backgrounds and identities.

COMPENSATION AND BENEFITS

FULL-TIME SALARY RANGE

\$115,000 – \$130,000

Depending on experience and qualifications.

A part-time structure is possible for the right candidate. To remain eligible for benefits, the role requires a minimum of 30 hours per week, roughly three and a half days. Below that threshold, ToTH is not able to offer benefits. Part-time compensation is proportional to the full-time base, typically between 50 and 70 percent depending on hours, scope, and authority.

The package includes healthcare, a retirement match, paid time off, short-term disability and life insurance, and a fifty percent tuition remission for a staff member's children.

HOW TO APPLY

Interested candidates are invited to submit, in confidence, a cover letter, a current résumé, a brief statement of educational and leadership philosophy, and a list of five or more professional references with email and phone. References are not contacted without your permission.

Please send all materials and inquiries to:

Hannah Richardson

Founder, Montessori Makers Group Advisory

info@montessorimakers.org

Applications are reviewed as they are received, so early application is encouraged.

ToTH Montessori does not discriminate on the basis of race, color, national or ethnic origin, creed, religion, sex or gender, disability, age, marital status, sexual orientation, status with regard to public assistance, or in any other way based on personal identity markers that do not relate to the capacity of an individual person to carry out the responsibilities of a role.

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