



ST. PAUL'S EPISCOPAL MONTESSORI SCHOOL
1018 East Grayson Street
San Antonio, Texas 78208
Phone: (210)271-2861 Fax: (210)266-2103

Job Title: Assistant Head of School

About St. Paul's Episcopal Montessori School:

St. Paul's Episcopal Montessori School is dedicated to educating a diverse community of children, nurturing mind, body, and spirit through a Montessori education in the Episcopal tradition. Our vision is to achieve excellence in education, enriched by values. We hold respect, peace, wonder, excitement, and joy as core values, with the goal of cultivating each child's independence and innate abilities. We strive for socioeconomic, racial, ethnic, and cultural diversity and inclusion, fostering a school environment centered on children's love for humanity.

Position Overview:

The Assistant Head of School is a vital leadership role responsible for supporting the implementation of the school's mission and vision by working closely with faculty, admin, students, and families. This role requires a deep understanding of Montessori philosophy, educational leadership, and program development to foster an enriching and effective learning environment. The Assistant Head of School will report directly to the Head of School and serve as a key collaborator in ensuring the success of our students and the continuous professional growth of our teachers. The Assistant HOS will also be an outward representative of the school, attending meetings and events in the community to develop and build relationships. The start date is July 1, 2025.

Key Responsibilities

Educational Leadership & Support:

- Conduct regular classroom observations across all levels (Toddler, Primary, and Elementary) to ensure best practices in Montessori education.
- Coordinate and lead weekly Chapel, working alongside the Godly Play Director and the Church Rector to ensure incorporation of Episcopal Identity and developmentally appropriate content.
- Coach and mentor teachers, providing guidance on their Montessori practice, classroom management, and student engagement.
- Observe students to assess learning progress, social development, and behavioral needs, working with faculty to implement effective strategies.
- Support the development and implementation of individualized student behavior plans in collaboration with teachers and families.



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Family & Community Engagement:

- Meet with teachers and families to discuss student progress, behavioral concerns, and academic support.
- Foster strong relationships between teachers, students, and parents to ensure a collaborative educational experience.
- Assist in planning and executing school-wide events, parent education workshops, and community-building initiatives.

Program Development & Professional Learning:

- Develop and implement school-wide programs that align with the mission and values of St. Paul's.
- Plan and facilitate professional development opportunities and professional learning communities for faculty and staff.
- Support the coordination and enhancement of special classes, ensuring they complement the Montessori curriculum.
- Assist in the development and implementation of a comprehensive school-wide curriculum that aligns with Montessori principles and best practices.

Operational & Administrative Duties:

- Coordinate substitute teacher coverage to maintain continuity in classroom instruction, alongside teachers and the Business Manager.
- Oversee the orientation and training for new staff, ensuring a smooth transition into the school community.
- Plan the summer sessions for June and July, alongside the Admissions Manager, including securing teachers and creating schedules.
- Oversee the after-school care and extracurricular programs.

Qualifications & Skills:

- Bachelor's or Master's degree in Education, Montessori Education, or a related field.
- Montessori certification (AMI, AMS, or MACTE accredited) preferred.
- Minimum of 3-5 years of teaching experience (Montessori setting preferred)
- Experience in educational leadership, teacher coaching, or administrative roles preferred.



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- Strong interpersonal and communication skills with the ability to build positive relationships with students, teachers, staff, and families.
 - Commitment to diversity, equity, inclusion, and fostering a respectful and compassionate school culture.
 - Ability to manage multiple responsibilities with strong organizational and problem-solving skills.
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Compensation & Benefits:

- Competitive salary commensurate with experience.
 - Pension plan with 5% base contribution and up to 4% employer match.
 - Tuition discount for children enrolled at St. Paul's Episcopal Montessori School.
 - Health, dental, and vision insurance options.
 - Paid time off:
 - Four weeks PTO during the summer months (coordinated with the rest of the administrative team).
 - Five additional PTO days to use during the school year.
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How to Apply:

Interested candidates should submit a cover letter and resume to: mmartinez@stpaulsmontessori.org
(Macleay Martinez, Head of School).