Oak Hill Montessori Community School is seeking an exceptional leader to serve as

EXECUTIVE DIRECTOR

Oak Hill Montessori Community School (OHMCS) is charter school is completing its fifth operational year which offers authentic Montessori education to children 16 months to 8th Grade.

OHMCS is proud to offer a different educational point-of-view; driven by the motivation of students. We present challenging academics while valuing social skills as much as academic skills.

Located in Shoreview, MN, OHMCS offers authentic Montessori education through the Junior High level. A student's entire learning experience is enriched by opportunities to explore art and music, workout the body during recess/physical education as well as through exploring nearly seven acres of a safe and beautiful campus.

Our facility and its grounds were specifically designed as a Montessori learning environment to meet the developmental needs of students and inspire them every step of the way both in the classroom, and during free play.

We strive to foster the following core values:

- Independent thinking and self-reliance through purposeful work
- Inclusivity in our community and a sense of belonging for all
- Compassion for others and the environment around us
- A vision for peace through social change

By the Numbers

• Total student enrollment:	232
• Positions requiring licensure:	17
• Positions not requiring licensure:	28
• Administrative staff:	5
• District buildings maintained:	2

Application Deadline

To be considered for this position, an applicant's completed file must be received prior to 11:59 p.m. on May 15, 2026.

General Summary of Position

The Executive Director:

Oversees the school's day-to-day operations.

Ensures smooth implementation of all policies and strategic plans established and adopted by the Board of Directors.

Makes certain that every element of school life reflects the principles of equity, justice, and the dignity of each individual.

Collaborates with the educational staff to design, implement, and administer student programs and services and develops systems of scheduling to accommodate these programs and services.

Leads the administrative staff in ensuring that there is sufficient support, facilities, and equipment for these programs and services.

Is responsible for prudent budgeting and financial management.

Ensures compliance with all applicable local, state, and federal regulations and guidelines.

Support fundraising efforts and the development of community partnerships.

Proposed Search Timeline

Announce Vacancy	2/20/26
Application Deadline	5/15/2026
Applicant Screening	As Received
First Round Interviews	4/20 - 5/1/2026
Second Round Interviews	5/19- 5/29/2026
Position Start Date	July 2026

LEADERSHIP PROFILE

The OHMCS Board of Directors seeks an Executive Director with the following desired qualifications:

- A minimum of three years of proven success in school leadership as a Principal or Head of School, preferably in a Montessori environment.
- Association Montessori International (AMI) or American Montessori Society (AMS) training and direct Montessori experience preferred.
- Familiarity with State and Federal education laws.
- Experience in design and development of effective leadership teams.
- A track record of using collaborative and supportive leadership style to implement initiatives.
- Strong communication, interpersonal, leadership skills and the ability to work effectively with a wide range of people throughout the school and community.
- Ability to use sound judgment, initiative, flexibility, innovation, and creativity in leading a school.
- Experience in or knowledge of business disciplines such as school finance, accounting, management, or human resources.
- Administrative Licensure preferred
- Bachelor's degree required; Master's Degree preferred.

Salary and Benefits

A competitive compensation and benefits package will be negotiated commensurate with experience and qualifications.

Range: $90,000 - $130,000

The contract length is negotiable as provided in Minnesota statute.

District Mission

Preparing every student for tomorrow by nurturing the love of learning today.

District Vision

Creating a space for students, families, and community members to thrive as they collaborate to learn, to celebrate, and to serve one another.

Deadline and Selection

Persons interested in applying should send an email to apply@ohmcs.org with the following application material attached:

- Cover Letter
- Resume
- Copy of Valid MN Teacher and or Administrative License
- Unofficial Transcripts
- Three Letters of Reference

Final candidates will be invited to interview, with the OHMCS Board of Directors and community members.

Applicants are requested not to contact governing board members.

OHMCS is an equal opportunity employer.

Deadline to apply: May 15, 2026