



Mountain Sun Community School (MSCS) seeks a **Head of School** who will maintain the robust enrollment numbers and excellent financial health of the school, play an integral role in the creation and implementation of a new strategic plan, and lead an effort to expand preschool offerings. In addition to leading the school community, the Head of School will serve as the primary representative of the school in the larger community—locally, regionally, and nationally.

Located in Brevard, North Carolina in the heart of the picturesque Blue Ridge Mountains, Mountain Sun Community School currently serves 130+ children (ages three through middle school) in an academic environment inspired by Montessori principles and outdoor experiential education. Given recent positive enrollment trends and the financial stability of the school, as well as imminent completion of Accreditation by SAIS (Serving and Accrediting Independent Schools), Mountain Sun is ideally positioned for the future.

## CORE RESPONSIBILITIES

### 1. **Communications**

The Head of School reports directly to the MSCS Board of Trustees and collaborates with Mountain Sun Community School faculty and staff, including the Director of Learning and Upper School Coordinator, the Lower School Coordinator, the Communications Coordinator, and Office Manager. The Head of School also communicates regularly with parents, prospective families, donors, as well as local businesses, nonprofits, and foundations.

### 2. **Adherence To Mission/Vision And Regulations**

The Head of School ensures that the school is adhering to its mission and vision—to inspire generations of engaged learners and compassionate, responsible citizens of the world. Towards that endeavor, the Head of School:

- communicates this vision, both internally and externally
- leads student-recruitment and admissions processes and handles all student enrollment contracts
- attends Board of Trustees meetings offering formal reports to keep the Board abreast of pressing matters regarding enrollment, finances, community relations, etc.
- serves as ex-officio on Board committees and collaborates with the Board to assure decisions are in keeping with guiding principles
- engages with SAIS and ensures the school maintains its accreditation status
- maintains oversight of classroom activities, curriculum, and purchase of materials to ensure congruence with the school's mission
- develops and maintains school policies and protocols that align with the mission while also ensuring compliance with all applicable local, state, and national laws and regulations

### 3. **Staff Oversight**

The Head of School handles all staff matters associated with hiring, performance evaluations, retention, professional development, salaries and contracts, job assignments/descriptions, and scheduling.

#### 4. **Organizational Oversight**

The Head of School maintains lease or mortgage arrangements with lessors, supervises the maintenance of school facilities and equipment, and finalizes the annual school calendar. Financial oversight involves developing the annual operating budget for Board approval and working with the Office Manager on issues pertaining to tuition payments, record keeping, payroll, and payment of bills and taxes.

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### REQUIRED QUALIFICATIONS

- Background in education
- Master's degree (or higher) in Education or other relevant field
- Administrative or academic leadership experience

### Preferred Qualifications

- Experience working with children in nature and Montessori-based educational settings
- Experience with and desire to increase development efforts, including fundraising and the possibility of a capital campaign
- Grant-writing experience
- Experience in nonprofit work
- Experience developing annual budgets and strategic financial plans
- Familiarity with accreditation procedures and policies, particularly those of SAIS (Serving and Accrediting Independent Schools)

Compensation for this full-time, salaried position is based on experience and includes substantial MSCS tuition remission and a retirement plan.

MSCS is committed to creating a diverse and inclusive community. As an equal opportunity employer, we enthusiastically welcome all qualified applicants for employment consideration without regard to race, color, gender, gender identity or expression, sexual orientation, religion, economic status, political affiliation, national origin, genetics, disability, age, or veteran's status.

Employment start date is negotiable, though we prefer May 12, 2025. Interested candidates should email a resume and cover letter as a single PDF with "Head of School" in the subject line to [employment@mountainsunschool.org](mailto:employment@mountainsunschool.org). All applications received by December 31, 2024 will be fully considered.

