



High Desert Montessori School

A Public Charter School in Reno, Nevada

Invites applications for the position of Principal

Who We Are

High Desert Montessori School is a dynamic public Montessori Charter school that serves 400 students from three years old to eighth grade. We have a strong team of 50 committed staff members. Our has been open for 17 years and is now entering an exciting expansion phase which includes the remodel of our facility and movement from campuses at two buildings (located across the street from one another) to one unified campus.



Where We Are Located

HDMS is located in Reno, Nevada. Less than an hour from Lake Tahoe and just minutes from the Sierra Nevada Mountains, Reno offers easy access to a variety of sporting and outdoor activities and some of the most spectacular landscapes in the west. Reno hosts over 100 festivals a year and is rich in culture and events. Additionally, Nevada has no state income tax.



Who We Are Seeking

Our school is currently seeking a Principal (preferably Montessori experienced) to start the 2020-2021 school year. The selected candidate will work with the Executive Director. The principal oversees curriculum and instruction, teacher hiring, teacher performance evaluations, teacher professional development, teaching assistant support and performance, student conduct, attendance, behavior, MTSS, and level 2 disciplinary and parent concerns.



What We Offer Our Employees

We offer a very competitive starting salary which aligns with our local school district. We offer an excellent benefits package, which includes medical, dental, vision and life insurance and membership in the Nevada Public Employees Retirement System.

2020 Search Calendar

Date	Activity
March 16	Close Candidate Application Period
March 16-27	Spring Break
March 30	Begin Reviewing Applications
April 8	Select Candidates for Interview
April 16-17	Board Conducts Initial Interviews
April 20-24	Background and Reference Checks
May 4-7	Board Conduct 2nd Interviews
May 8	Announce new Principal Selection
July 1	New Principal Begins Employment

*dates subject to change, please check website for updates

Application Info

High Desert Montessori School is an equal opportunity employer. Application materials may be obtained from our school's website: www.hdmsreno.com

Applications should be submitted as e-mail attachments in Word, Docs, PDF or jpeg format to Sherrie Jordan at: sherrie@hdmsreno.com

For more information, please email Sherrie Jordan at: sherrie@hdmsreno.com Or call 775-624-2800 x6

Application Requirements

- Cover Letter including a statement about how your experience and skills fit the mission and philosophy of the school.
- Completed Application
- Current Resume
- Copy of teaching license/ administrator license
- Copy of Montessori Credential, if applicable
- Professional Letters of Recommendation (minimum of three required)
- Evidence of effective communication skills with community, staff and parents.
- Experience as a member of a governing board/or leadership
- Evaluations from the last three years.

Minimum Requirements

- Montessori Experience Preferred
- Five years of teaching experience;
- Master's degree in the field of education;
- Three years of administrative experience (preferred);
- Current Nevada administrator license; or eligibility to obtain one

High Desert Montessori School
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