

# ASSISTANT HEAD OF SCHOOL SEARCH

## KINGSLEY MONTESSORI SCHOOL

Boston, Massachusetts

[kingsley.org](http://kingsley.org)

Start Date: July 2026



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

The Mission of Kingsley Montessori School is to engage the mind, hands, and heart of each child to nurture resilient explorers, confident learners, and empathetic citizens.

## Vision

Academic Excellence. Empowered Learners. Kindhearted Leaders.

## At a Glance



Established  
**1938**



Enrollment  
**300**



Students receiving aid  
**10%**



Annual operating budget  
**\$14.3M**



Total employees  
**99**



Faculty with advanced degrees  
**71%**



Student-teacher ratio  
**7:1**



## Overview

Kingsley Montessori School, a Montessori independent school serving students from Toddler through Grade 6 in Boston's historic Back Bay, seeks a strategic, mission-aligned educational leader to serve as its next Assistant Head of School.

Widely regarded as the early childhood and elementary school of choice for families in Boston, Kingsley offers a uniquely powerful combination of Montessori principles and progressive education within a close-knit, urban community. With approximately 300 students across two campus buildings on Fairfield and Exeter Streets, Kingsley delivers a dynamic, child-centered academic experience grounded in deep respect for each learner's developmental journey.

Kingsley's campus includes enchanting, thoughtfully prepared learning spaces and access to nearby cultural and natural resources, allowing for meaningful experiential learning in the heart of the city. The school's programs are rooted in Montessori principles while integrating current best practices in education, resulting in a dynamic and balanced academic experience. With a mission centered on preparing students to confidently embrace their future, Kingsley is a place where educators can make a lasting impact.

Reporting to long-tenured Kingsley leader Tara Hofherr, who will begin her tenure as [Head of School](#) in July 2026, the Assistant Head of School will serve as a key thought partner and operational leader, advancing the school's vision and overseeing core elements of its academic program, community life, and daily operations. The Assistant Head will play a central role in implementing the school's [strategic plan](#), which is built upon four foundational pillars: Program, Place, People, and Permanence, with a particular focus on aligning and integrating Kingsley's academic experience from toddler through sixth grade. Direct reports are likely to include the Director of Elementary Education, Director of Early Childhood Education, and Director of Auxiliary Programs.

## Opportunities and Challenges

### **Lead with clarity, credibility, and vision.**

The Assistant Head of School will serve as a strategic partner to the Head of School and a thought leader within the Administrative Team, playing a key role in implementing and advancing the goals outlined in Kingsley's strategic plan and acting as the institutional leader in the Head's absence. This includes overseeing day-to-day operations and participating in Board of Trustees meetings and committee work as requested. The Assistant Head must possess both a wide lens and the ability to execute with excellence at the ground level.





### **Advance coherence and excellence across programs and campuses.**

Kingsley operates across two vibrant campuses, one serving early childhood and the other serving primarily elementary grades. The Assistant Head will bridge the distance—both literally and figuratively—between these two learning environments, maintaining a visible presence on both Exeter and Fairfield Streets. The Assistant Head will work towards an academic arc that is aligned, intentional, and student centered, while ensuring curricular and developmental continuity from toddler through sixth grade.

### **Build and sustain a culture of faculty excellence and professional learning.**

Working closely with the Early Childhood and Elementary Education Directors, the Assistant Head will oversee faculty hiring, supervision, evaluation, and professional development. This leader will foster a faculty culture of reflection, accountability, and joyful inquiry, supporting continuous adult learning through meaningful feedback, collaboration, and coaching.

### **Deepen the school's commitment to community and belonging.**

A core pillar of Kingsley's strategic plan is to ensure that all members of the school community feel seen, respected, and valued. The Assistant Head will help lead the school's efforts to integrate DEIB principles into curriculum, culture, and policies, ensuring alignment with the school's mission and vision, and embedding inclusive practices into every facet of school life.

### **Engage and support families as vital partners in the school community.**

Kingsley families are deeply invested in the life of the school. The Assistant Head will collaborate with the Director of Enrollment Management and Head of School to implement effective admissions, onboarding, retention, and next schools counseling strategies. The Assistant Head will also work closely with the Parents Association leadership to support meaningful parent involvement and community engagement.

## **Qualifications and Personal Attributes**

The Assistant Head of School must have a sophisticated understanding of effective teaching and learning, extensive classroom instructional experience, and the ability to assess progress toward established outcomes through skilled use of data and key performance indicators. This individual must also have the flexibility and creativity needed to find alternative ways to reach objectives when barriers arise and the skills of a resilient negotiator who does not drive themselves or others into a corner. Finally, as the position works across the school's two buildings and with numerous partners, excellent relationship building and collaboration skills will be essential.



### **Professional Qualifications**

- Deep appreciation and affection for the joys of an early childhood through grade 6 community; the heart of a teacher who delights in working with young children, their teachers, and their caregivers
- Understanding of evolving best practices in curriculum, instruction, and assessment in the context of a world-class, Montessori-rooted, progressive program
- Experience recruiting, hiring, supporting, retaining, and leading talented, diverse, and mission-aligned faculty and senior leadership
- Personal and professional commitment to diversity, equity, inclusion, social justice, and belonging and the requisite skills to support a diverse student body and faculty and to facilitate critical conversations in the design of ever more inclusive culture, curriculum, and programs
- The ability to articulate vision and strategy, the tactical skills to deftly manage the systems and processes necessary to implement strategy, and the organizational fluency to manage multiple streams of information and respond to situations as they emerge
- Comfort with data-informed decision-making, strategic planning, and performance assessment
- Classroom teaching experience in early childhood or elementary grades and appreciation for the principles of Montessori pedagogy
- Familiarity with next schools counseling

### **Leadership Style and Personal Qualities**

- High emotional intelligence, excellent interpersonal communication, and a collaborative and warm leadership style
- Commitment to hard work and creative problem solving, while demonstrating humility and the willingness to learn from and with one's colleagues
- Eagerness to engage actively with students, faculty, and parents and willingness to prioritize visibility amidst the demands of a busy professional schedule
- The ability to communicate orally and in writing with passion, inspiration, and clarity to both internal and external audiences
- A spirit of curiosity that fuels the pursuit of evolving best practices and current research on curriculum and pedagogy; a commitment to continuous learning
- The courage, confidence, and humility to advocate for new ideas, invite disagreement, and welcome feedback, engaging in challenging conversations with grace

## Learn More

Click on the links below to learn more about Kingsley Montessori School.

[School Website](#)

[Diversity, Equity, and Inclusion](#)

[School History](#)

[Middle School Matriculation](#)

[Strategic Plan](#)

[About Boston, Massachusetts](#)

## To Apply

Review of candidate materials will begin immediately. Candidates are asked to submit the following materials as separate PDF documents, as soon as possible:

- A cover letter expressing interest in this particular position
- A current résumé

As the process moves forward, selected candidates may be asked to submit:

- Writing samples specific to this search
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)

Candidates are invited to contact the consultants in confidence and to submit a résumé and cover letter to:

**Marsha Little**

Senior Consultant

marsha.little@carneysandoe.com

**Amy Rogers**

Consultant

amy.rogers@carneysandoe.com

*The full-time salary range for this position is \$150K-165K. The starting salary is based upon, but not limited to, several factors which include years of experience, education background, and expertise.*