



High Desert Montessori School (HDMS) seeks an experienced, collaborative **Principal (Certified Administrator)** to lead our Public Montessori Charter School serving students ages 3 through 8th grade.

Position Overview

Reporting to the HDMS Board of Directors, the Principal serves as the school's instructional leader and chief administrator. In partnership with the Assistant Principal, the Principal advances Montessori philosophy within a public charter framework, ensures instructional quality and charter compliance, and fosters a positive, inclusive school culture.

Primary Responsibilities

In collaboration with the Assistant Principal, the Principal will:

- Lead and uphold the mission, vision, and Montessori philosophy of HDMS
- Provide instructional leadership and ensure high-quality Montessori practice across all program levels
- Supervise, evaluate, and support faculty and instructional staff
- Ensure compliance with the HDMS Charter, WCSD sponsorship requirements, and Nevada Department of Education regulations
- Oversee academic programs, assessment, and student support systems (MTSS/RTI, Special Education, 504, testing, and discipline)
- Support Professional Learning Communities (PLCs) and professional development
- Collaborate with the HDMS Business Office on budgeting, facilities, enrollment, and operational planning
- Serve as liaison to the Board of Directors, families, authorizers, and community partners

Required Qualifications

- Master's degree in Education, Leadership, or related field
- Valid or eligible Nevada School Administrator License
- Valid or eligible Nevada Teaching License
- Minimum five (5) years of teaching experience
- Minimum two (2) years of school-site leadership experience
- Strong communication, organizational, and collaborative leadership skills

Preferred Qualifications

- Montessori credential
- Experience in a public charter school setting
- Experience working with a governing board

Leadership Attributes

- Commitment to the Montessori philosophy within a public charter environment
- Collaborative, approachable leadership style that values staff & family voices
- Strong communication and relationship-building skills
- Calm, steady decision-making grounded in fairness and consistency
- Ability to balance instructional leadership with accountability and compliance
- Commitment to equity, inclusion, and positive school culture

Compensation

215-day contract; 11-Month Principal, Class IV, V or VI on the HDMS Administrator Payscale (\$93,375–\$158,908 DOE)

Application Packet

Applicants will submit the following items to HDMS Business Coordinator Sherrie Jordan at sherrie@hdmsreno.com or via mail. Application available at <https://hdmsreno.com/employment-opportunities/>

- Cover Letter including a statement about how your experience and skills fit the mission and philosophy of the school.
- Completed Principal Application (not the general application for employment)
- 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.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE REQUIRED BY THE BOARD OF DIRECTORS OF HDMS, an equal opportunity employer that complies with Federal law and policy; this institution will not discriminate on the basis of race, color, national origin, sex, religion, age, or disability.