

Montessori School of Florence



School Director

Florence, South Carolina

Start Date: Summer 2026

The Montessori School of Florence (MSF) is seeking a qualified candidate for its School Director position beginning in the summer of 2026. MSF is a parent-board operated, not-for-profit school opened in 1976. The mission of the school is to make available to the children and families of Florence, South Carolina and its surrounding area, both pre-school and elementary education of the highest quality consistent with the methods and principles of Montessori education.

MSF has been a member of the South Carolina Independent School Association since 1999 and is a member of the American Montessori Society. The school has over 25 faculty/staff supporting 9 classrooms, including a toddler room, four primary classrooms, three lower elementary classrooms, and one upper elementary classroom. The lead teachers are Montessori trained through a MACTE-accredited training program. Students engage in a traditional Montessori curriculum, complemented by academic programming in Spanish, music, art, and physical education. Before and after-school care programs are offered for families.

MSF is located in downtown Florence, a growing community of nearly 200,000 in the greater metro area. The county boasts a diversified economy, including major industry, a public university, and multiple healthcare systems.

Summary of Position: The School Director is accountable for the operations of the academic programs and activities of the school, in keeping with the school's mission, vision, and goals as set by the MSF Board of Directors. The Director facilitates communication and works collaboratively with the Board, staff, students, families, alumni, and greater community.

Qualifications:

- Master's Degree preferred
- Experience in Montessori philosophy or willingness to educate oneself in Montessori philosophy
- Experience in classroom teaching and management
- Computer skills, including Microsoft Office, QuickBooks and classroom management software and general IT knowledge
- Financial management and budgeting experience
- Fundraising and Development experience
- Energetic, proactive, and strong leader who can communicate effectively and problem solve
- Skilled mediator who can resolve conflicts peacefully
- Ability to coordinate with multiple stakeholders to ensure success of the school
- Demonstrated ability to comply with the standards for ethical and professional performance (e.g. non-political, non-discriminatory, unbiased religious preferences voiced)

Compensation: Based on education and experience. MSF offers an optional healthcare plan and other standard benefits.

Interested applicants should submit a cover letter, resume, and contact information for three references to board@msfedu.org.

Application deadline: March 6, 2026. Position open until filled.