

HEAD OF SCHOOL SEARCH

ALCUIN SCHOOL

Dallas, Texas

alcuinschool.org

Start Date: July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Alcuin School inspires its students to reach their highest levels of personal and academic achievement, guides them to become compassionate global citizens, and prepares them to embrace challenges with confidence and innovation by providing the ideal Montessori and International Baccalaureate education.

At a Glance



Established
1964



Enrollment
607



Total faculty and staff
134



Student-faculty ratio
10:1



Students of color
48%



Financial aid awarded
\$2.2 million



Faculty with advanced degrees
45%



Campus size
12 acres

Toddler: 51
Primary: 194
Elementary: 212
Middle School: 55
Upper School: 95

Countries represented: 50+
Faculty of color: 36%
Students receiving aid: 18%
Endowment: \$4.7 million
Annual operating budget: \$18.4 million



Overview

Nestled in the heart of Dallas, Texas, Alcuin School stands as a transformative force in education, shaping confident, globally minded individuals for almost six decades. Founded in 1964, the school has evolved into one of the city's premier independent institutions, offering an innovative Montessori and International Baccalaureate coeducational journey from 18 months to 18 years.

Alcuin School is distinguished as one of the largest accredited Montessori schools in the U.S., serving families across the Dallas Metroplex. The school is one of the few schools worldwide that seamlessly integrates the Montessori approach in Toddler through Grade 6 with the International Baccalaureate (IB) Middle Years and Diploma Programmes in Grade 6 through 12, creating a unique learning environment that nurtures the complete development of each child. Indeed, the school's distinctive combination of Montessori and IB programs empowers students to discern their special strengths while fostering a sense of independence, inquiry, and imagination.

Rooted in a rich history, Alcuin School has experienced remarkable growth and refinement over the years. From its humble beginnings in a two-story house in Highland Park to its current 12-acre tree-lined campus on Churchill Way, the school has continually expanded its facilities to include an Upper Elementary and Middle School, a gymnasium, library, Innovation Studio, state-of-the-art science lab, and a community center. In 2014, Alcuin launched its Upper School and the 7th Senior Class will graduate this year. It proudly enjoys an experienced, highly trained faculty and long-term familial connections within the most diverse community of students and families in the Dallas independent school market.

As the school looks toward the future, it seeks a new leader to build upon the legacy of retiring Head of School Walter Sorensen, who has served Alcuin for nearly fifteen years. The incoming leader, set to begin on July 1, 2025, will guide Alcuin School on its continuing mission of inspiring students to reach their highest levels of personal and academic achievement while nurturing "compassionate global citizens." With its unwavering commitment to core values and mission to inspire students, Alcuin School stands poised for a future of continued excellence, innovation, and community support.



Opportunities and Challenges

The next Head of School will join Alcuin at a dynamic and propitious moment in its history, as a dedicated faculty, staff, and Board of Trustees focus energetically on the school's present and future. Even as the school holds dear to its foundation and core values, it is keen to refine and expand its offerings (especially in the growing Upper School), enhance coordination and communication throughout the school and in the broader community, and expand its capital and endowment resources through increased philanthropic support. As Alcuin also launches a strategic planning process, these priorities and other initiatives will position it for an even more vibrant and prosperous future.

With those dynamic elements in play, Alcuin's next Head of School will need to:

- Vigorously, joyfully, and knowledgably celebrate and promote - within and beyond the school community - the excellence and impact of Alcuin's distinctive Montessori and IB education;
- Visibly and genuinely engage with students, faculty and staff, and parents while modeling the importance of connections, relationships, and sense of community at the heart of the Alcuin experience;
- Ensure consistency, clarity, and follow through in all communications, policies, and processes across divisions and throughout the school community;
- Inspire and oversee a high-performing, collaborative administrative leadership team, structure, and culture characterized by shared goals and accountability;
- Embrace and champion the extraordinary diversity of backgrounds and experiences in the Alcuin community while supporting inclusive and equitable practices and policies;
- While actively listening to and respecting the variety of voices in the Alcuin community, build trust among faculty, staff, and parents through clear, collaborative, and firm decision-making;
- In partnership with the Director of Advancement and the Board of Trustees, invigorate annual giving and planning for a comprehensive capital and endowment campaign to support the emerging strategic plan;
- Oversee and be the lead ambassador of a marketing and branding program that differentiates and increases Alcuin's reputation and strengthens enrollment and waitlists;
- In partnership with the Chief Finance Officer and the Board of Trustees, support the school's sound financial management and stewardship of resources.



Qualifications and Personal Attributes

Specific Qualities and Characteristics for the Head of School include:

- Experienced educator and visionary strategic leader who will encourage belief in and support for Alcuin’s distinctive Montessori and IB education in concert with a future-oriented perspective on education;
- Grounded individual who inspires excellence while demonstrating wisdom and patience in leading a complex diverse community;
- Exceptional communicator – written and oral – who thereby instills confidence among all school constituencies;
- Team-builder who motivates, collaborates, and ensures high performance standards through formal evaluation and professional development opportunities;
- Skillful, authentic, courageous leader who considers different perspectives, shares information appropriately, and grounds decisions in the school’s mission and core values;
- Cheerful, and charismatic person who loves school life and enjoys fostering engagement and unity among students of all ages, faculty and staff, and parents;
- Ability and commitment to inspire the generosity of current donors and expand the community of benefactors in order to meet future aspirations for campus facilities, endowment growth, and the resources of other identified goals;
- Financial acumen to work effectively with the CFO and BOT to ensure financial sustainability;
- School leader who embodies Grace and Courtesy, a fundamental part of Montessori philosophy, which emphasizes kindness, respect, and empathy.

Learn More

Click on the links below to learn more about Alcuin School.

[School Website](#)

[College Matriculation](#)

[School History](#)

[School Profile](#)

[Equity and Inclusion](#)

[About Dallas, Texas](#)



To Apply

Interested candidates are invited to contact consultants Mark Davis and Rhonda Durham in confidence and should submit the following materials electronically in **one email** and as **separate** documents (preferably **PDFs**) that are **titled**, beginning with candidate's last, first name and date (Example: Doe, Jane, Resume 6-2-24):

- A cover letter addressed to the Alcuin Search Committee expressing interest in this particular position;
- A current résumé;
- A list of five professional references with name, phone number, and email address of each. (References will not be contacted without the candidate's permission.)

Selected candidates will also be asked to complete a Candidate Questionnaire specific to this position (to be supplied by the consultants).

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