



Escuela de los Amigos de Monteverde
Monteverde Friends School
Monteverde 5655, Puntarenas
Costa Rica, Central America

Tel: (506) 2645-5302/5530 Fax: (506) 2645-5302
www.mfschool.org

Application: Head of School

Please submit this application, along with a cover letter, resume, and three references as an e-mail to headofschoolsearch@mfschool.org by November 24, 2025. Please write your answers in this document, and rename it 'HeadSearch_your first initial and last name' (e.g. HeadSearch_GFox).

Full Name	
Birth Date	
Citizenship	
Cédula or Passport Number	
Address	
Home Phone	
Cell Phone	
E-mail Address	
Years of work experience in the field of education	

Use the ranking below to rate your level of fluency in English and Spanish

	Listening	Speaking	Reading	Writing
English				
Spanish				

0 – *No proficiency*

1 – *Elementary* (can ask/answer simple questions)

2 – *Limited Working* (handle routine work situations)

3 – *Professional Working* (participate effectively in most conversations)

4 – *Full Professional* (use language fluently and accurately)

5 – *Native or Bilingual Proficiency*

Please respond to the following questions, using specific examples. You should limit your response for each question to two or three paragraphs.

1. Motivation:

Why do you want to be the Head of School at Monteverde Friends School?

2. Qualifications:

Please review the job description for Head of School. What professional training, skills, experiences, and personal qualities do you have that would make you a strong candidate for Head of School?

3. Support Needed:

In which area or areas of the Head of School's responsibilities do you expect to need the most support?

4. Vision:

Briefly describe the educational issues about which you are most passionate. What emphasis would you bring to this position?

5. Quaker Education:

This is a Quaker school under the care of the Monteverde Friends Meeting. What makes you a strong choice to lead a Quaker school?

6. Leadership:

What is your leadership style? What would your priorities be during your first year? What work have you done to maintain or develop school culture and climate in previous leadership positions you've held?

7. Personal Interests:

Who are you as a person? How do you spend your non-working time? What activities do you anticipate enjoying while in Monteverde?

8. Travel/Cultural Experiences:

Describe any experiences you have had traveling and/or living in countries or cultures different from your own.

9. Commitment:

Would you be able to make at least a two-year commitment to MFS? What factors would most influence the length of your tenure?

10. Additional Information:

Is there anything else you would like us to know?