



ANITA HANKS

HEAD OF SCHOOL

ABOUT ME

Engaged entrepreneur with 20 years' experience operating authentic Montessori schools. A second-generation Montessorian with strengths focusing on directorship, program design and management, day-to-day operations and community outreach. A passion for promoting clarity and an understanding of Montessori's pedagogy and philosophy.

CONTACTS

- (972) 885-8585
- anitahanks@starwoodschoools.com
- 3443 Lebanon Road
Frisco, TX 75034

SKILLS

Entrepreneurship
 Public Speaking
 Curriculum Research/Development
 Program Design/Management
 Event Planning
 Team Building
 Enrollment
 Curriculum Assessment
 Leadership/Staff Development
 Policy Implementation
 Human Resources
 Day-to-day Operations
 Compliance with State Standards
 Accounts Payable/Receivable
 Project Management
 Advertising and Marketing
 Public Relations
 Community Outreach
 Strategic Planning/Communications

PRESENTATIONS

AMS CONFERENCE

- March 2016, Chicago
 - A Modern Approach to Student Retention
- March 2017, San Diego
 - Speed Mentoring for School Leaders: Marketing Your School and Yourself
 - Retaining your Kindergarten Students
- March 2018, Denver
 - How to Start a Teacher Education Program

INSTITUTE OF MONTESSORI EDUCATION CONFERENCE

- January 2018, Houston
 - Marketing Montessori

EDUCATION

- Center for Montessori Education July 2017
AMERICAN MONTESSORI SOCIETY ADMINISTRATOR'S CERTIFICATE
- Texas Woman's University May 2000
MASTER OF EDUCATION
Major: Early Childhood Education
- Southern Methodist University May 1998
BACHELOR OF BUSINESS ADMINISTRATION
Major: Management Information Sciences
Minor: Economics
- Dallas Montessori Teacher Training Program May 1998
AMERICAN MONTESSORI SOCIETY EARLY CHILDHOOD TEACHING CERTIFICATE

EXPERIENCE

- American Montessori Society 2017-Present
BOARD MEMBER
Support AMS and their strategic initiatives
- North Texas Montessori Institute 2015-Present
EXECUTIVE DIRECTOR
Achieved MACTE accreditation for TEP
Serve as a Teacher Educator
Direct all operational functions of the program
Recruited inaugural class of adult learners
- Starwood Schools 2000-Present
FOUNDER/HEAD OF SCHOOL
Administer all operations
Direct student enrollment efforts (marketing, school touring and interviews)
Conduct hiring of staff and process all employee records
Formulate school policies involving staff, students and their families
Assess state standards and ensure school compliance
Lead teacher and parent education classes
Organize student placement and school schedules
Establish tuition schedule and all applicable fees
- West Plano Montessori School 1998-2000
PRIMARY GUIDE/ASSISTANT DIRECTOR
Lead classroom of 24 Primary students
Administrative support
Interacted and supervised teaching staff
Oversaw curriculum development