

**Head of School**

**Job Description**

Department: Administration

Reports to: Board of Trustees

FLSA: Exempt

**SUMMARY**

The Head of School is responsible for the management and day-to-day operations of the Montessori Academy at Edison Lakes, ensures that the school adheres to the highest quality of Montessori academic and operational standards, and is responsible for the school’s success/flourishing. The Head of School reports to the President of the Board of Trustees, who is charged annually with evaluating the Head of School as well as gathering evaluations/feedback from staff and administration of the school to use in the review process.

The Head of School, with the support of the Board of Trustees, manages the day-to-day operation of the organization; formulates and carries out the short-term objectives to advance the Board of Trustees long-term plan; establishes operating procedures (in compliance with local, state, and federal laws, and policies set by the Board of Trustees); supervises the hiring, termination, and evaluation of all staff members. The Head of School executes policy in the daily management of the organization. This can be illustrated by the different types of decisions made by the Board of Trustees and the Head of School. The Head of School makes all decisions that affect individual departments, programs, and staff in the organization.

The Head of School serves as a centralized leadership figure within the school and the local community. The Head of School will manage issues that concern the school as a whole and will facilitate communication / build consensus among the faculty and staff, families, and the Board of Trustees. The Head of School is directly responsible for ensuring compliance with all federal, state, and local laws as they apply to The Montessori Academy at Edison Lakes. The Head of School will encourage the preservation of the Montessori philosophy and practices throughout the school and have a larger vision for the future direction of the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties and responsibilities include the following; however, other duties may be assigned as necessary:

I. General

* Determine the operational methods and procedures for carrying out Board policies.
* Implement the Montessori philosophy and procedures.
* Create and execute operational policy.
* Oversee the business operations including financial planning.
* Develop and evaluate student programs and services.
* Maintain Montessori accreditation.
* Provide administrative and professional leadership for faculty and staff.
* Orchestrate external relations and oversee fundraising and student recruitment.

II. Board Relationships

* Attend all Board of Trustees meetings and is invited to all board committee meetings.
* Work with the Board of Trustees President to prepare the agenda for regular board meetings.
* Initiate and direct the development of policies for Board approval.
* Take part in Board of Trustees and committee discussions.
* Provide the Board of Trustees with adequate information to help it reach sound decisions and establish policies.
* Supervise the implementation of the Board of Trustees’ strategic plans.
* Bring to the attention of the Board of Trustees such matters and data as are appropriate to keep the board fully informed to meet its legal and fiduciary responsibilities, including suggestions for broad policy development and strategies for institutional betterment.
* Function as advisor to the Board of Trustees, guiding it in the full range of its activities.
* Suggest philosophic positions appropriate to the changes that occur in the community of students served, preserving the integrity of the Montessori philosophy and mission of the school.
* Collaborate with the Board of Trustees on the organization’s long-term plan.
* Develop short-term (one-year) objectives to meet the goals of the long-term plan.
* Serve as chief communicator between the Board of Trustees and the faculty and staff.

III. Financial

* Prepare an annual budget and submit it to the Board of Trustees for approval.
* Provide adequate information to the Board of Trustees about the organization’s financial status.
* Alert the Board of Trustees to changing patterns in the local community, especially those that may affect enrollment or diversity within the school and ensure that admission and hiring policies adhere to the school’s written policies on nondiscrimination and due process.
* Orchestrate with the Board of Trustees, a successful program of fundraising.
* Coordinate and implement strategic and financial plans.
* Provide state-of-the-school reports for enrollment, educational, and financial results to share significant information with the Board of Trustees.

IV. Organization

* Create and lead an appropriate and strong management team and share and delegate to subordinates such that they are prepared to collectively lead the institution should that become necessary.
* Responsive and accessible, within reason, to all constituencies: faculty, parents, students, and graduates.
* Report regularly to the Board of Trustees on the progress toward organizational objectives and other issues of concern to the Board.
* Oversee faculty selection and development.
* Supervise the hiring, termination, and evaluation of all staff members.
* Direct administrative staff members in their assignments and duties.
* Promote an internal organization that permits and encourages open, effective communication.
* Work to produce a smooth day-to-day internal operation and encourage a harmonious environment.
* Promote positive relations with important community institutions, especially other educational institutions.
* Encourage a widespread and positive view of TMA by the public.

V. Programs

* Oversee and administer student programs and services, appropriate to the needs of those enrolled and in keeping with the Montessori philosophy.
* Set standards of participation and achievement in each of the following categories:

1. Academic: Establish the educational offerings as well as the appropriate systems to guide students and evaluate achievement in collaboration with the educational leaders and Montessori faculty.

2. Co-curricular: Oversee the organization of activities, elective offerings of extracurricular nature, formal cultural exposures, and athletics sufficient to round out the school’s academic program and provide for student interest development.

3. Character development: Oversee the implementation of formal and informal programs that relate to high moral and ethical conduct, including counseling and advisory programs, a disciplinary structure that is administered fairly, and a mechanism for coordinated psychological assistance in the event of student need.

VI. Public Relations/ Communications

* Serving as the public face of the school, taking the lead role in representing TMA Edison Lakes to local, regional, and national Montessori organizations, developing relationships with local schools where TMA students may eventually enroll, and enhancing TMA Edison Lakes’ reputation with neighbors and the larger community.
* Maintaining high visibility within the School and the TMA Edison Lakes community by periodically visiting classrooms, attending Board of Trustee meetings, attending School-wide functions, and attending at least one of each of the board committee meetings each school year.
* Fostering communication between and among all major stakeholders: faculty, administrative staff, assistant teachers, staff, parents, students, and Trustees.
* Supporting coordinators, teachers, and staff in communicating with parents.
* Attending information meetings with parents of prospective students.

**QUALIFICATIONS**

* Master’s Degree; MACTE certification, IMC, American Montessori Society or Association Montessori International teacher certification; plus, three or more years of related experience and/or training or equivalent combination of education and experience.
* Strong administrative, training, communication, and organizational skills; creative and imaginative, proactive approach to challenges; ability to make sound decisions and withstand pressure. Strong leadership skills with the ability to work effectively with groups and individuals.
* Ability to be proactive in marketing, public relations, fund-raising, and student life.
* Ability to effectively and positively present information on the Montessori philosophy and curriculum, as well as school-related information, and respond to questions from groups of Board of Trustees, parents, and the public.