



## **Head of School**

### **The Montessori School, Kalamazoo, Michigan**

Founded in 1972, The Montessori School is a non-profit, private education institution for preschool and elementary children ages 3–12. It has a dedicated staff of over 30 employees and a total capacity of 125 students. The Montessori School is in solid financial health, employs an excellent faculty and staff and delivers an authentic, comprehensive Montessori curriculum.

The Montessori School is dedicated to the Montessori philosophy and is strongly invested in creating a unique, student-centered learning environment and helping families nurture respectful, responsible, and resourceful children. Highly qualified, Montessori-certified guides foster a love of learning and help all children reach their fullest potential at their own unique pace. Guides strive to educate the whole child, inspiring children to be caring, socially responsible participants in their community and in the larger world.

#### **Position Description**

The Head of School leads the school with oversight for the day-to-day operations, working collaboratively with the Board of Directors, staff, students, families, alumni and greater community. The Head of School is responsible for promoting the Montessori educational philosophy and ideals.

Principal responsibilities include:

- Leadership
  - Support, provide oversight, monitor and evaluate quality implementation of Montessori pedagogy, curriculum, and programs
  - Cultivate effective relationships with all constituents of the school
  - Support and mentor staff
  - Partner with the Board of Directors to create and implement a strategic plan and long-term vision for the school.
- Management
  - Execute efficient management of the school including continuous process improvement with regard to educational philosophy, fiscal responsibility and regulatory requirements
  - Drive enrollment and student retention in all programs through development and execution of a strategic marketing plan.
  - Effectively assess and mitigate risks that could impact the school
  - Lead talent acquisition attraction, selection and retention efforts.
  - Ensure staff and leadership are provided with consistent and appropriate training and development opportunities.
  - Lead and nurture a positive organizational culture.

- Communication
  - Cultivate and maintain effective, constructive communication with the Board of Directors and staff
  - Oversee effective marketing, communications, and outreach through web, print, and social media to maintain and increase the school's visibility
  - Communicate achievements, progress, and milestones to the school community
  - Oversee all internal school communications to foster an atmosphere of team building and inclusiveness
- Fund Development
  - Serve as chief development officer to plan, identify, cultivate, solicit, and secure funding resources to help the school fulfill its mission and strategic objectives
  - Monitor, report and evaluate resource and fund development outcomes

### **Position Qualifications**

The ideal candidate will hold a Bachelor's Degree in a related field combined with 2+ years of educational leadership experience. A Master's Degree and experience with Montessori classroom instruction preferred.

Qualified candidates must be willing to:

- Demonstrate dedication to the practice of the Montessori educational philosophy
- Complete Montessori Administrative training
- Commit to leading a culture of lifelong learning by personal example
- Demonstrate a collaborative style of leadership
- Demonstrate excellent communications skills and leadership qualities
- Demonstrate strong business acumen

The position is a full-time, year-round, exempt status role, reporting to the Board of Directors.

Professional references will be requested of all applicants. All interviewed candidates must also agree to submit to a thorough background check.

The Montessori School campuses are designated non-smoking zones.

For additional information on this position or to submit a resume for consideration, please contact:

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