

# Christian Montessori School of Ann Arbor Head of School

Are you a caring, passionate leader who is looking to make an impact at an established community-driven school? Do you thrive when building lasting relationships with parents, children, and staff members? Do you have a love for making big plans and seeing them through? The Christian Montessori School of Ann Arbor (CMSAA) is looking to hire a Head of School that will help lead our very capable staff to continue our mission and expand our positive impact on the lives of our students.

Christian Montessori School of Ann Arbor is a privately funded, non-profit school dedicated to offering quality Christian Montessori programs for children ages three-weeks through sixth grade. Celebrating 20 years of Montessori education, CMSAA uses a Montessori curriculum that offers an unparalleled educational experience, while allowing children to develop their whole person. We strive to lead students to come to know themselves, the world, and ultimately their place in it by:

- Providing a supportive Montessori environment with individually paced curricula designed to meet all children's needs and abilities, and challenging students to reach their personal potential
- Being an interdenominational school with no particular tradition, or affiliation with any specific church or denomination, while accepting all children and families from any background.
- Guiding and allowing children to develop their whole person—intellectually, physically, and spiritually.

This salaried position will occasionally require working hours outside of typical school hours. Work hours may fluctuate to reflect the hour of operation for the school. If you are interested in applying for this position, please send your resume and cover letter to [board@cmsaa.org](mailto:board@cmsaa.org). CMSAA is an equal opportunity employer.

*The Head of School is ultimately responsible for all aspects of the administration of the school, including but not limited to:*

- Daily School Operations
  - Supervising the delivery of high-quality Nido (infant), Young Children's Center (toddler), Children's House (primary), elementary, before- and after-care, and summer camp programs.
  - Ensuring that program quality is maintained and that classrooms have appropriate procedures, instructional materials, and staffing with the support of the Lead Teachers
  - Willingness to step into each program as needed.
  - Hiring, retention, and evaluation of teaching and non-teaching staff

- Occasionally lifting and moving up to 50 lbs. (children, furniture, etc.)
- Leading Christian faith-based reflections and activities as needed
- Communications with families, staff, the community, and the Board
  - Timely, transparent, trustworthy, professional, consistent messaging
  - Fostering an environment that encourages healthy communication throughout all parts of the school
  - Act as liaison between CMSAA Board, Staff and Families
- Compliance
  - Ensuring that CMSAA protects our students by ensuring compliance with all state regulations
  - Ensure that all staff are well-versed in compliance information
- Student/family Recruitment and Retention
  - Recruiting of prospective families
  - Supporting families through enrollment process
  - Maintain positive relationships with current families
  - Maintain positive relationships with alumni
- Finances
  - Budgeting
  - Fundraising (with support of the Board)
  - Financial accountability

#### Required Qualifications:

- Bachelor's degree or higher from an accredited institution
- Strong Communication Skills
- Ability to multi-task in a highly-visible, fast-paced, team-oriented environment.
- Ability to handle confidential matters and information with discretion.
- Highly organized

#### Desired Qualifications

- Proficient in Google Suite, Word, Excel, and PowerPoint
- 5-7 years in a leadership role at an accredited school or Montessori childcare center.
- 3-5 years of management experience
- Demonstrated experience with strategic planning.
- Background knowledge of the fiscal and operating needs of a school.
- Montessori Certified Training or extensive experience with Montessori philosophy and curriculum.
- Demonstrated ability to comply with the standards for ethical and professional performance established by the State Board of Education.