

**Head of School Position Description**  
**The Montessori School, Kalamazoo/Richland, Michigan, USA**

**SEEKING:** Skilled and dynamic leader to serve as Head of School.

The ideal candidate will be a Montessori-trained (AMI or AMS) educational and administrative leader, dedicated to fostering a positive and collaborative school community with a passionate commitment to the authentic Montessori philosophy and methods. This leader will be an excellent communicator and a skilled decision-maker, possess strong business acumen, and will partner with the Board of Directors to create and implement a strategic plan and long-term vision for the school.

**SUGGESTED START DATE:** June/July 2015      **REPORTS TO:** The Board of Directors

**ABOUT THE MONTESSORI SCHOOL**

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. Our highly qualified, Montessori-certified guides foster a love of learning and help all our children reach their fullest potential at their own unique pace. We strive to educate the whole child and to inspire children to be caring, socially responsible participants both in our community and in the larger world.

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 40 employees. The total enrollment combined capacity across our two campuses is 195 students. The Montessori School has solid financial health, excellent faculty and staff, and an authentic, comprehensive Montessori curriculum.

**QUALIFICATIONS:**

- Dedication to the practice of the Montessori educational philosophy
- Master's Degree preferred
- Montessori training, AMI or AMS
- Independent school administration experience
- Coursework in Early Childhood Education or Child Development
- Demonstrated leadership qualities
- Excellent communication skills
- Fund development experience preferred

## **POSITION SUMMARY:**

The Head of School is responsible for promoting the Montessori educational philosophy and ideals, while insuring that the school's mission, vision and goals are effectively implemented. The Head of School leads the school both internally and externally, and oversees the day-to-day operations, working collaboratively with the Board of Directors, staff, students, families, alumni and greater community.

## **PRINCIPAL RESPONSIBILITIES:**

### **Leadership**

- Support, provide oversight, monitor and evaluate quality implementation of Montessori pedagogy, curriculum, and programs
- Cultivate effective relationships with all constituents of the school
- Work directly with the Business Manager and the Director of Education to create a compelling culture which attracts, keeps, and motivates a diverse staff of top quality people
- Support and mentor all staff
- Model and sustain a culture of giving, volunteerism, global awareness and citizenship at the school
- Represent the school at community and professional events

### **Management**

- Execute efficient management of the school, with regard to educational philosophy and fiscal responsibility
- Prepare, understand and analyze nonprofit financial documents along with the Business Manager
- Ensure that the school meets all regulatory requirements and pursues the highest level of quality educational standards
- Drive enrollment and student retention in all programs
- Oversee annual performance reviews for all staff
- Effectively assess and mitigate risks that could impact the school
- Generate, analyze, and report data to support continuous process improvement for the school

### **Fund Development**

- Serve as chief development agent to plan, identify, cultivate, solicit, and secure funding resources to help the school fulfill its mission and strategic objectives
- Actively promote the capital campaign to expand and enhance facilities
- Monitor, report and evaluate resource and fund development outcomes

## 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

**TYPE OF POSITION:** Full-time, year-round, exempt status

Note: All interviewed candidates will need to allow a thorough background check.

Note: The Montessori School campuses are designated non-smoking zones.

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**TO EXPLORE THIS OPPORTUNITY**, please email the two documents as one attachment. Include a 1) a cover letter of interest stating how you learned of the position opening and outlining your educational and leadership philosophy and, 2) a current resume or CV to:

Subject Line: Please put Montessori – then your first and last name (e.g. Montessori - Joe Smith)

Attn: Michelle Frank, Consultant

[expcounts@gmail.com](mailto:expcounts@gmail.com)

[www.expcounts.net](http://www.expcounts.net)

[\(269\) 578-3726](tel:(269)578-3726)

Professional references will be requested as needed.

Review of applications begins February 1, 2015. The position will remain open until filled.

All applications will be kept confidential, and receipt will be acknowledged via email.