

Sunstone Montessori School Head of School Job Description

The Head of School at Sunstone Montessori School is its chief operating officer, an officer of the corporation and a voting member of the Board of Trustees. The Head of School has overall responsibility for managing school operations as well as the academic quality and institutional strength of the School. In addition the Head of School is the lead spokesperson for the School locally, regionally, and nationally. Reporting to the Board of Trustees, the Head of School has responsibility for implementing and administering policies, plans and programs determined in partnership with the Board. S/he oversees and evaluates operational and organizational procedures, supervises and collaborates with personnel, and coordinates programs for staff, children, and parents of Sunstone.

Specific responsibilities include, but are not limited to:

Public Relations/Communication

- Serving as the public face of the School, taking the lead role in representing Sunstone to local, regional, and national Montessori organizations, developing relationships with local schools where Sunstone students may eventually enroll, and enhancing Sunstone's reputation with neighbors and the larger community;
- Maintaining high visibility within the School and the Sunstone community by periodically visiting classrooms, attending AMI-USA conferences and other meetings as appropriate, attending Board meetings, attending School-wide functions, and attending at least one of each of the Board committees meetings each school year;
- Fostering communication between and among all major stakeholders: faculty, administrative staff, assistant teachers, Enrichment staff, parents, students and Trustees;
- Supporting coordinators, teachers, and Enrichment staff in communicating with parents;
- Attending information meetings with parents of prospective students;
- Maintaining strong relationships with alumni and alumni parents.

Operation and Planning

- Managing the School on a day-to-day basis;
- Overseeing and assisting with all aspects of day-to-day, annual and long-range financial operations, including preparation of the budget and tuition recommendations;
- Overseeing and assisting in developing, implementing, and evaluating all educational programs;
- Facilitating the articulation of strategic plans, raising funds to support the plans, and ensuring appropriate execution of the plans all in conjunction with the Board of Trustees;
- Overseeing recruitment and retention efforts; developing and implementing plans to achieve the optimal admissions and student retention levels;
- Participating in the preparation and implementation of promotional and marketing materials;
- Reviewing and implementing appropriate health, safety and security measures;

Sunstone Montessori School
Head of School Job Description

- Overseeing the disciplinary program of the School, including supporting the grievance policies in accordance with the School's employee and parent handbooks for any student or employee;
- Overseeing all facilities and reviewing maintenance programs for existing facilities.
- Planning, in conjunction with the Board of Trustees, for the physical plant needs of the School.

Personnel

- Maintaining responsibility and ultimate authority for personnel decisions (recruitment, hiring, development, and termination) conducted in collaboration with others as appropriate (e.g., in consultation with coordinators regarding teaching staff; in consultation with the Board's Executive Committee regarding terminations);
- Supporting coordinators in supervising, evaluating and providing professional development opportunities for Sunstone teaching staff.
- Creating and nurturing an appropriate and strong management team.
- Promoting an internal organization that permits effective communication, both up and down.

Relationship with Sunstone Families

- Assisting coordinators, teachers, assistant teachers, Enrichment staff and administrative staff in developing and implementing parent education programs;
- Assisting students with conflict resolution and/or offering conflict resolution programs for students as needed;
- Determining whether a child/family will not be allowed to return or continue enrollment at the School.

Qualities/Criteria

- Is AMI-certified, with Montessori classroom experience and a strong commitment to AMI Montessori principles.
- Models the mission and philosophy of the School.
- Has strong leadership skills for a collaborative environment, which balances the requirements of practical decision making with an emphasis placed on consensus, where appropriate, and School-wide perspective.
- Appreciates and nurtures existing strengths in Sunstone while being open to new, innovative ideas that may lead to change.
- Has the ability to flourish in the public role of Head of School.
- Has strong public speaking and writing skills, and the demonstrated ability to build relationships with students, employees, parents, leaders of area schools, and the Montessori community.
- Has demonstrated fundraising skills.
- Has a Bachelors Degree, Masters Degree preferred.
- Devotes his/her full time to fulfilling the responsibilities as the Head of School and will not engage in any other gainful occupation without prior consent of the Board.