

**Spruce Pine Montessori School
Head of School Job Description**

Reports To: Chair, Board of Trustees
Employment Status: Exempt/Full time

Expectations: The Head of School shall promote the philosophy of the school and support its mission, vision and goals by exhibiting the following behaviors: competence, innovation, collaboration, respect, resourcefulness and accountability.

Essential Duties:

1. **Leadership:** Head of School defines and implements the school's mission and objectives in concert with the Board. She is responsible for the long and short range planning, budgeting, management and administration of the school. The Head sets a welcoming tone that promotes creativity and diversity in the educational environment. The Head is responsible to the Board of Trustees and serves as a non-voting, ex-officio member of the Board.
2. **Administration:** Head of School is the chief administrative officer. She is responsible for the smooth operation of all internal functions and delegating when appropriate in the following areas:
 - a. **Board of Trustees:**
 - i. Communicate regularly with the Trustees and Committees of the Board.
 - ii. Work cooperatively with the Chair and other Trustees to develop agendas and arrange meetings at least ten days in advance.
 - iii. Review Board minutes and all attachments to ensure good record-keeping.
 - b. **Curriculum Development:**
 - i. Provide for and oversee the integrity of the Montessori curriculum.
 - ii. Confer with teaching staff and standards committee to set annual goals for curriculum development and develop strategies to assess its effectiveness.
 - iii. Hold regular meetings with teachers.
 - iv. Oversee staff development.
 - c. **Facilities and Environment:**
 - i. Assure a safe and pleasant physical environment for all faculty, staff, students and visitors.
 - ii. Maintain a physical environment that conforms to all NC licensing standards, including building, safety and health codes.
 - iii. Work closely with the facilities committee to identify facility needs and develop plans and resources for implementation.
 - iv. Determine when the school will be closed due to severe weather and other emergencies.
 - v. Ensure that the school meets all NC child-care licensing codes and keep up with all trainings and and classes required as Child Care Administrator.
 - d. **Human Resources:**
 - i. Serve as personnel manager for all employees.
 - ii. Recruit, hire, supervise and evaluate administrative and teaching staff, utilizing school policies and applicable laws.
 - iii. Facilitate staff communication through regular staff meetings.
 - iv. Deal fairly with all school personnel.
 - v. Maintain confidentiality.
 - vi. Advise the Board on the development of personnel policies.
 - vii. Maintain updated personnel policies and records.
 - viii. Fill roles of staff members in emergencies.
 - ix. Develop and maintain a reliable list of substitute teachers for all levels.

- x. Evaluate each teacher and staff member annually.
 - xi. Ensure that each assistant teacher is evaluated by his or her lead teacher.
 - xii. Review employee and family handbooks annually with a committee of the board, making recommendations to the Board regarding additional policies not covered in the parent or employee handbook.
 - xiii. Hold one annual all-school parent orientation meeting.
- e. **Public Relations and Communication:**
- i. Review all external school communications.
 - ii. Communicate openly with parents and the community.
- f. **Recruitment and Retention:**
- i. Work with the Board to develop a plan for recruitment and retention of students.
 - ii. Work with staff to prepare for Open House (at least one per year).
 - iii. Write or coordinate a regular parent newsletter to be distributed either online or on paper.
 - iv. Strengthen parent partnership through education, group meetings, and working with the parent liaison(s).
 - v. Organize at least two parent education evenings per year.
 - vi. Meet with prospective families, provide tours and build confidence in the school.
 - vii. Build relationships with present families and be aware of any issues that might influence re-enrollment.
- g. **Development and Fundraising:**
- i. With a committee of the Board, develop short- and long-term fundraising plan.
 - ii. Include an annual fundraising appeal and special projects as determined by the Board in the short-term plan.
 - iii. Include the identification, cultivation, and solicitation of major gifts and grants from foundations, corporations and government agencies in the long-term fundraising plan. This may lead to a capital campaign.
 - iv. Work with the Board to investigate the creation of an endowment.
 - v. Work with the Board to develop a plan for soliciting and receiving planned gifts.
 - vi. Maintain a stewardship program, to include writing thank you letters, producing an annual school report and other initiatives as appropriate.
 - vii. Work closely with the Board Resource Committee to assure that sufficient funds are raised to meet the needs of the school.
 - viii. Organize and manage the roles of volunteers for special events.
 - ix. Work with the Scholarship Committee of the Board to solicit and manage funds obtained for scholarships and work exchange positions.
- h. **Financial Management and Accounting:**
- i. Work closely with the Board Finance Committee, the CPA, and the bookkeeper to ensure compliance with all federal and state regulations.
 - ii. Work with the Board to set goals and objectives governing short- and long-term financial planning.
 - iii. Approve expenditures according to the budget.
 - iv. Keep records of accounts payable/receivable, ensure that accurate and timely records are transmitted to bookkeeper/CPA.
 - v. Monitor receivables/tuition accounts to ensure prompt receipt. Make arrangements for payment on any delinquent tuition.
 - vi. Work closely with the Board Finance Committee to develop the annual budget.

QUALIFICATIONS:

Bachelor's degree (B.A.) from four- year college or university, Master's degree preferred. Fund development experience, knowledge and appreciation of Montessori philosophy, and nonprofit management skills are required. Licensed child care administration experience preferred or willingness to take courses necessary to meet requirements.

COMPENSATION AND BENEFITS:

Salary range between \$31,200- \$44,295, commensurate with education and experience

12 sick/personal leave days per year

6 paid holidays

4 weeks paid vacation (two weeks in winter, one at spring break and one during the summer)

3% matching IRA funds after two years of employment

Annual medical reimbursement up to \$1500

Short-term disability

75% tuition reduction for one qualified child, 50% for two or more

Email resume and cover letter to our Head of School Search Committee: spmsboard@sprucepinemontessori.org