Head of School Job Description
(updated November 3, 2019)

Kennebec Montessori School provides children with an educational program, rooted in the philosophy of Maria Montessori, that nurtures a love of learning and fosters respect for self, others, and the environment. Accredited by the American Montessori Society since 2007, KMS is privileged to have been serving Maine's children for over 40 years. Our current population includes children ages 3 through 12. Our students are grouped into mixed-age classrooms across three programs: Primary, Lower Elementary, and Upper Elementary. Grades 1 through 6 are recognized by the Maine Department of Education as providing equivalent instruction. KMS offers the only non-denominational alternative school option in the area.

While KMS is the oldest Montessori school in the state of Maine, we have recently undergone a period of growth, adding grades 4-6 to our community. KMS has an Interim Head of School for the 2019-20 academic year, while we conduct a thoughtful search for a long-term Head of School.

The Head of School is accountable to ensure KMS is an educationally vibrant, fiscally solvent, visible community organization. The Head of School reports to the Board of Directors and s/he carries out the policies and procedures established by the Board of Directors and acts within the financial policy set by that body. Within these parameters, the Head oversees a staff of 18+ people providing leadership and support; serves as the face of KMS to the community and donors; orchestrates external relations; and supervises business operations.

Responsibilities

- Board Relations - assist with board recruitment; attend all board meetings; communicate with board on school operations; act as chief liaison between board, staff, and school community;
- Operations & Finances - oversee budget and work with the finance committee; review operations to ensure compliance with all regulatory and accrediting bodies; and review, update and revise all school policy and procedure documents; ensure, at all times, KMS compliance with all state and federal licensing requirements and labor standards;
- Leadership & Supervision - effectively recruit, select and retain quality staff; prepare and deliver annual staff employment agreements; set annual goals for staff and conduct annual written performance reviews; encourage and provide time for staff development; and facilitate monthly staff meetings;
- Development, Admissions, & Community Relations - meet annual fundraising goals; cultivate community and alumni for fundraising; oversee admissions and marketing; maintain constructive communication with other educational institutions and associations; ambassador of school to community; and greet families at the door in the morning;
- Educational Duties - oversee student evaluation and assessment; observe in classrooms; manage special education needs including behavioral support, referrals and IEPs.

Knowledge, Skill and Abilities Desired

- Bachelor’s in education, leadership, public administration or related degree or work experience. Master’s degree in the above fields preferred.
- 10+ years of leadership/direct supervision experience in an educational setting; strong preference for previous Montessori experience.
- Alternatively, 10+ years of experience in non-profit or private-sector leadership.
Solid understanding of and experience in budgeting and finances.

Dedication to or willingness to learn the Montessori philosophy.

Strong comfort level with public speaking with large and small groups; able to deliver a compelling message and engage with audience.

Strong ability to move from vision to implementation to evaluation while examining many moving parts and perspectives.

Servant leader who values employees, volunteers, and partners. Our ideal candidate engages these stakeholders in decision making and strategy. We are seeking a leader who is skilled at building community and fostering a sense of collaboration and support.

Integrity, professionalism, diplomacy, flexibility, teamwork, confidentiality, creativity, planning, organization, and a sense of humor.

Fluency in English with strong written and verbal skills. Must have the ability to effectively communicate with the Board of Directors, staff, community members, families, and students as well as the general public.

5+ years experience with Microsoft Office, Quickbooks, CRMs and/or general comfort with learning new technology.

Additional Information

- Position based in Fairfield, Maine.
- Position for 2020-21 school year, to begin July 2020.
- Salaried, full time position estimated at 40 hours per week (M-F, 8am-4:30pm) with flexibility around special events and busier seasons.
- Salary commensurate with experience.

Please submit a cover letter and resume (in one file) to board@kennebecmontessori.org with “Head of School” in the subject line. Review of applications will begin on January 15th, 2020. No calls please.

*The Kennebec Montessori School is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, gender identity or expression, religion, national or ethnic origin, disability, marital status or sexual orientation in administration of its educational policies, admission or hiring policies and other school administered programs.*