

JOB DESCRIPTION: HEAD OF SCHOOL

Bloomington Montessori School

BACKGROUND: Bloomington Montessori School is a privately funded, not-for-profit school for children ages 3 to 12, preschool through Grade 6. The school has been a member of the American Montessori Society since 1971. Certified Montessori teachers lead each classroom. Bloomington Montessori School is owned by the Bloomington Montessori Association, which is composed of parents of children currently enrolled. The governing body is a board of directors, elected each May by the parents. The school gives highest priority to communication between parents and teachers about children's performance. Teachers expect and welcome dialogue with parents. The school offers equal opportunity to all and is non-discriminatory.

PHILOSOPHY: The Head of School should serve as a centralizing leadership figure within the school and the local community. The Head of School will work closely with, and report directly to, the Board of Directors ("Board"). The Head of School position will be supported by at least one full time office staff person. (The school hopes to add new office staff due to our recently completed expansion.) The Head of School will tend to the issues that concern the school as a whole and will facilitate communication /build consensus among the teachers, staff, families and Board. The Head of School should have a larger vision for the future direction of the school while continuing to support and encourage the preservation of the Montessori philosophy through the school.

QUALIFICATIONS: Minimum of a B.A. degree, with knowledge of Montessori education preferred and/or a willingness to complete Montessori Head of School training program. Administrative experience in an educational setting with demonstrated leadership qualities required.

PRINCIPAL DUTIES OF THE HEAD OF SCHOOL

OVERALL

- Responsible for the administrative success of all school programs.
- Ensures that the school is in compliance with all applicable governmental laws and regulations.

ORGANIZATION

- Coordinates scheduling of, and attends, all required school functions and activities.

FINANCE

- Serves as Business Manager for BMS.
- Executes the financial policy set by the Board of Directors, including communicating Board policy and decisions to parents and prospective parents
- Assists the bookkeeper and Board Treasurer with financial issues and long term planning.
- Applies for and maintains grants.
- Assists in coordination and execution of fund-raising plans.
- Serves as a resource for the Fundraising Chair

PERSONNEL

Teaching Staff:

- Assists Head Teachers and Personnel Chair in recruitment of teaching staff
- Supervises the Spanish and Music teachers/programs, coordinating across all classrooms

Non-Teaching Staff:

- Selects and employs non-teaching personnel in conjunction with Board
- Advises Board on the need to dismiss non-teaching staff when appropriate

All Staff:

- Administers equitable systems of compensation, working conditions and professional development of all staff in cooperation with the Personnel Chair
- Where necessary, counsels and advises school employees
- Advises Personnel Chair.

ENROLLMENT

- Represents and explains the BMS school mission program to prospective families.
- Oversees and coordinates recruitment of students.
- Informs parents and prospective parents of enrollment policies.
- Performs all admissions tasks necessary to achieve BMS objectives.
- Oversees and coordinates enrollment of graduating sixth graders into respective middle schools.

EDUCATION

- Works with Head Teachers to coordinate curricula.
- Helps guide Head Teachers in achieving their educational goals.
- Coordinates and attends all Head Teachers meetings.
- Serves as liaison between teachers and parents to resolve classroom issues.
- Maintains school discipline policy in a consistent and respectful manner.

PUBLIC RELATIONS

- Coordinates all internal and external school communications.
- Serves as spokesperson for BMS.
- Maintains constructive liaisons with other educational institutions and associations.
- Facilitates communication among all of the school's constituents and encourages their participation in BMS activities and events.
- Represents BMS in the community at large.

SCHOOL FACILITIES, EQUIPMENT, DAILY OPERATIONS

- Oversees daily operations of school, ensuring a safe and friendly environment.
- Attends to tasks and responsibilities associated with successful operation of school (e.g. communication, security, maintenance) in an as-needed and sometimes hands-on capacity.
- Supervises maintenance of all school equipment.
- Supervises the maintenance of BMS as an aesthetically attractive and safe environment, in cooperation with the Maintenance Chair.
- Maintains all lease and mortgage arrangements.
- Advises Board on facilities and equipment improvement.

OPERATIONS SUPPORT

- Remains informed of trends, research and legislation that may affect BMS management, operation and policy.
- Advises Board when policy changes or action may be necessary.
- Maintains a comprehensive set of records on students, staff and prospective students.

RESPONSIBILITY TO BOARD OF DIRECTORS

- Serves as non-voting member of the Board and is expected to attend all Board meetings and functions.
- Keeps the Board President informed of all aspects of school operations.
- Brings to the Board's attention issues that may require Board action or Board education.
- Communicates all Board policies and changes to the teaching staff and non-teaching staff and to BMS members.
- Serves as a resource for the Board in developing new policies and initiatives.
- Serves as a resource for the Treasurer and the Board on financial matters.

- Represents the Board and Board decisions and policies to parents when appropriate.

TO APPLY

BMS is seeking a Head of School for the 2013-2014 academic year. Start date is negotiable.

If interested, please submit a current vitae, cover letter and written educational philosophy statement to:

Anne Graham, HOS Search Committee

1835 South Highland Avenue

Bloomington, IN 47401-6702

Email: aegraham@indiana.edu