

Six Rivers Montessori

Head of School

Job Description

PHILOSOPHY: The Six Rivers Montessori Head of School is a centralizing leader who serves to ensure a high level of success at all levels of the school's program. The Head of School is a full-time employee who works closely with faculty, students, parents, school governance committees and the Humboldt County community to lead in supporting the overall vision and the day to day educational program of Six Rivers Montessori.

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.

A summarized job description Head of School position follows:

FACULTY SUPPORT:

Support the two main classroom teachers, part-time teachers, and aides in all facets of the educational program and day to day needs

- Work five hours a week in the classroom in order to assist teachers and to gain a more intimate understanding of the students and their needs
- Take lead role as outdoor play and physical education coordinator
- Assist teachers with day to day behavioral issues and take the lead on addressing bigger social/emotional issues of students with parents
- Assist teachers with day to day and long term health needs of students
- Take lead role in organizing field trips
- Organize substitutes when classroom teachers and aides are absent. Serve as substitute as needed
- Take attendance and maintains records of attendance

- Assist faculty with community events and attend these events

SRM PROGRAM SUPPORT AND OPERATIONS:

Provides consistent vision and leadership in carrying out the school's mission and educational program

- Uphold the vision and mission of the school as outlined in the Blueprint and conduct visioning and strategic planning sessions on an annual basis
- Serve as spokesperson and representative for the school in the broader community
- Serve as communications hub for the school: responding to phone calls and emails, meeting the needs of parents, making announcements, sending out a weekly newsletter and more
- Seek out and coordinate volunteers in all areas
- Oversee all aspects of the admissions/enrollment procedures
- Support and help carry out all fundraising efforts by the Board, Fundraising Committee, classroom teachers and individuals
- Send out a summer mailer in August preparing students and families for the school year
- Approve and schedule all other uses of the classrooms outside of school hours

FACILITIES OPERATIONS

Oversees all aspects of creating and maintaining a safe and inviting school facility

- Oversee all safety and emergency preparedness needs for the school
- Coordinate and assure all janitorial and facility maintenance needs of the school and the grounds are being met
- Work with teachers to identify classroom resource needs and capital improvements for the facility and take initiative in procuring these needs
- Coordinate and follow through on all of the school's IT needs

FINANCE AND GOVERNANCE

Oversees all financial matters of the school and plays an active role in school governance working in conjunction with the Board of Directors

- Serve as business manager for the school by creating and proposing an annual budget, carrying out the potluck tuition policy, carrying out Board financial policies and managing the day to day finances and accounts of the school
- Attend all board meetings and if unable to attend, make sure to communicate essential information or reports with the Board
- Provide guidance and support for all school committees and attend committee meetings when possible

CLERICAL

Maintains a school office and oversees all files and record keeping

- Maintain and update student cumulative files, personnel files, immunization records and all other pertinent records in the school office