

Job Description – Sussex Montessori School Head of School

Head of School (1 FTE)

Summary of Position: The Head of School is accountable for the operations of the program and activities of Sussex Montessori, in keeping with the mission and vision of the school and the direction as set by the SMS Board. The Head of School must represent the Board and embody the vision of the school in its relations with faculty, staff, students, families and the community.

Duties:

- Reports directly to the SMS Board of Directors.
- Carries out the broad educational policies established by the Board and within the limits of the financial policy set by the Board.
- Assumes the responsibility for the day-to-day operation of the school.
- Acts as liaison between the Board and the school.
- Oversees the business operations.
- Oversees the Educational Program of the school.
- Supervises all faculty and staff, both teaching and non-teaching.
- Provides administrative and professional leadership for faculty and staff.
- Oversees the development, implementation, and evaluation of programs and services that support the mission, vision, and strategic goals of the school.
- Provides leadership for activities which affect the current and future development of the school (such as strategic planning and setting curricular goals).
- With the assistance of the Director of Education, ensures that program quality is maintained and that classrooms have appropriate instructional materials.
- Conducts regular teacher and paraprofessional evaluations and provides feedback/coaching.
- Ensures that all staff have quality Montessori professional growth opportunities.
- Supervises and participates in the selecting and hiring of properly-qualified persons to serve as members of the faculty.
- Builds relationships with prospective and current parents supporting the admission and retention of children in the school.
- Represents the school to all of its constituents including neighborhood and community, parents, students, business community, faculty, staff and the educational community.

Required Qualifications:

- 5 - 7 years in managing an accredited Montessori school or child care center.
- Master's degree or higher from an accredited institution.
- Demonstrated experience with strategic planning.
- Background knowledge of the fiscal and operating needs of a school.
- Montessori Certified Training or extensive experience with Montessori philosophy and curriculum.
- Demonstrated ability to comply with the standards for ethical and professional performance established by the State Board of Education.

