

## **Head of School**

### **Job Description**

Head of School (HOS) is an administrative and academic role operating under the policy direction of the Board of Directors, providing overall administrative oversight for the school with a primary focus on Instructional Leadership, demonstrating a pursuit of student academic achievement at the La Crescent Montessori and STEM School (LMSS) based upon the school's mission and vision.

### **Essential Duties and Responsibilities**

#### General

- Responsible for the overall administrative and educational success of La Crescent Montessori and STEM School, academic staff, and students.
- Single point of contact and accountability for all activities and areas not otherwise explicitly delegated elsewhere (ex., Leasor, MDE, Authorizer).
- Work with standing and ad hoc committees to fulfill the needs of the school.
- Coordinate all internal and external communications as the primary representative of LMSS (in conjunction with the Director of Operations, and Director of Student Services DOSS).
- Coordinate with vendors and service providers to ensure the proper delivery of goods and services (in conjunction with DO).
- Plans and maintains a yearly HOS professional development plan (in conjunction with the Board of Directors).
- Create and update job descriptions (in conjunction with DO).
- Other duties as assigned.

#### Instructional Leadership

- Implement and advance the Montessori educational philosophy.
- Implement and advance STEM pedagogy and curriculum.
- Work hands-on with teachers and support staff to oversee and implement a formal approach to curriculum development and documentation.
- Plan and lead Professional Learning Community activities to promote collaboration among academic staff as a component of an overarching strategy to drive academic success.
- Collaborate with staff to achieve contractual goals.
- Contract for ancillary academic services as needed.
- Demonstrate cultural responsiveness and a commitment to equity and inclusion in school leadership and instructional practice.
- Ensure Montessori and STEM instruction aligns with child development principles through staff supervision and curriculum oversight.
- Oversee the Dean of Student Services
- Oversee all Special Education activities within the school, including serving as the District representative at IEP meetings.
- Report on academic results based on contractual goals to all stakeholders
- Provide overall leadership for the educational success and academic growth for all students of LMSS.
- Promote and monitor instructional quality through staff supervision, coaching and

professional learning structures

### Community Leadership

- Cultivate effective relationships with members and organizations of the community.
- Attend and represent LMSS at school events and activities.
- Maintain relationships with key stakeholders including the building lessor, MDE, and the charter authorizer (in conjunction with DO).
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- Attend and represent LMSS at school events and activities

### Personnel

- Manage, supervise, and discipline all academic and support personnel.
- Responsible for the hiring and/or dismissal of any employee who works for the school, other than the DO, following the Hiring Policy and “At Will” employment law.
- Advertise open positions in accordance with the hiring and/or dismissal policy, conduct interviews, and fill staff positions.
- Continuously monitor and review academic staff performance and their professional development plans, and provide support and mentorship to ensure that LMSS strives to deliver the highest level of educational excellence.
- Coordinate evaluations of all other administrative team members.
- Coordinate substitute teaching by maintaining and continuously recruiting available candidates.
- Supervise the Director of Student Services and provide direction on student support priorities and complex cases.

### Enrollment/Retention

- Create and implement enrollment and retention strategies to increase enrollment and retention with support from DO and DOSS
- Provide tours to potential families
- Create monthly school-wide newsletters to engage, inform, and support the LMSS community
- Oversee and manage all enrollment-related activities, including marketing, admissions, and onboarding processes (in conjunction with DO and DOSS).
- Represent LMSS as the primary point of contact for all prospective families while overseeing and coordinating all enrollment activities (in conjunction with the DO and DOSS).
- Responsible for planning and implementing recruiting techniques and opportunities in conjunction with DOSS.
- Maintenance and assurance of the security of all student records, including basic contact information, as well as academic records (in conjunction with DO and DOSS).
- Manage and track individual student progress toward graduation. i.e., graduation credits, assessment results, etc.
- Oversee student accounting systems and ensure the accuracy and security of enrollment and demographic data.

### Regulations

- Ensure that the school is in compliance with all applicable governmental laws and regulations.
- Submit all required reporting, including, without limitation, the annual report, reports to the Minnesota Department of Education and the charter authorizer in a timely manner.
- Collaborate in standardizing policies and procedures (in conjunction with DO).
- Coordinate School Crisis Management Plan (in conjunction with DO).

### Finance

- Operate within approved budgets while executing financial policies as set by the Board of Directors.
- Assist the DO with financial planning, assessment, and other areas, as requested.
- Maintain working knowledge of grant programs including, but not limited to, Title-SEDRA, CLICS, Lease Aid, and other applicable opportunities (in conjunction with the DO).
- Lead or support the preparation of the school's annual report (in conjunction with the DO and DOSS).
- Seek out and manage other grants

### Board

- Serve as Ex-Officio member of the board.
- Attend all scheduled board meetings and functions.
- Work with the board and the authorizer to create and implement contractual goals.
- Participate in and contribute to board committees as appropriate.
- With Board direction, create and implement a strategic plan, with support from the DO
- Gather relevant information through annual surveys of stakeholders
- Ensure the implementation of board policies

### Professionalism/Ethics

- Demonstrate ethical leadership, integrity, and professionalism in all decision-making and interactions.
- Participate in professional communities within and outside the school
- Engage in professional growth and development opportunities.

### **Qualifications**

- An interest in the practice of the Montessori educational philosophy.
- Bachelor's degree in education or relevant field of study.
- Preferred experience includes a master's degree in a related field or an administrative license.
- Active Montessori Certification or to be obtained within 4 years.
- Excellent organizational, communication, and leadership skills.

*This document is subject to change from time to time. Last updated \_\_\_\_\_*

Head of School Name \_\_\_\_\_

Date Given to Head of School \_\_\_\_\_

\_\_\_\_\_, Board Chair