



Heartland Montessori School

Heartland Montessori School is an independent 501(c)3 non-profit organization guided by a board of directors elected from its membership of parents, of students, Guides, and friends of the school. Heartland is proud of maintaining its fully-recognized Association Montessori Internationale (AMI) status for its Children's House and Elementary. For more information, visit www.heartlandmontessori.org.

The Board of Directors is the policy-making body of Heartland Montessori School. It is responsible for the fiscal well-being, the philosophy and setting of goals and objectives for Heartland and for the effective implementation of the policy it creates. To this end, it selects a Head of School who will provide leadership to the organization and work collaboratively with the Board and Board Chair, the staff, standing committees, work groups, parents and students in a way that empowers all members of the Heartland community.

HEAD OF SCHOOL (HOS) DESCRIPTION

Heartland Montessori School (HMS) is seeking a qualified candidate who possesses the following qualifications. This individual is required to be in the office from 8 am-3:30 pm, Monday through Friday during the school year. Limited summer hours are to be negotiated. Hiring negotiations are subject to qualifications.

QUALIFICATIONS

- 10 years related experience, preferably in non-profit, executive level, and/or education
- Prefer minimum one level of Montessori education training, knowledge of and experience with Montessori education
- Exceptional people skills
- Organizational experience to include staff management, organizational growth, and budget management
- Highly self-motivated and driven to achieve results oriented goals
- Acquainted with the River Falls area--as a citizen and business person, marketing HMS
- Proficient with technology to maintain and advance as necessary, current book keeping and strategy for website and social networking
- Excellent written and verbal communicator
- Strong public speaking experience
- Fundraising experience

LEADERSHIP

- Protect and defend the Montessori pedagogy of Heartland Montessori School
- Articulate HMS mission for students, families, staff, & community
- Strategically market HMS brand both internally and externally
- Ensure HOS visibility and accessibility to members of the school community
- Attend all Board meetings and prepare and present reports on HMS operations and program development to Board Chair
- Collaborate with the Board and provide direction as needed with long-range and strategic plans; partner with the Board chair to provide/secure board training on Montessori as well as BOD roles and responsibilities
- Demonstrate the necessary vision to build upon past successes and grow Heartland strategically
- Lead and/or participate in all fundraising efforts as appropriate

MANAGEMENT

- Develop specific and quantifiable operational goals and objectives as mutually agreed upon with Board
- Hire, supervise, train, schedule and dismiss staff
- Manage substitutes for classrooms and act as substitute in classroom as needed
- Oversee admission of students; in consultation with guides, make final decisions regarding disciplinary action or dismissal
- Maintain proactive contact with all committee chairs (Marketing, Finance, Hospitality, Building & Grounds) to ensure strategies and planning are aligned with HMS's mission and objectives
- Champion and recruit parent involvement in committees

COMMUNICATION

- Maintain regular ongoing, open dialogue with Board chair
- Serve as principle liaison between the Board, staff and parents
- Utilize networking channels and marketing efforts on behalf of HMS to the greater River Falls & Hudson communities to promote Heartland
- Foster relationship with River Falls & Hudson School Districts and Wisconsin Dept of Public Instruction to include compliance and record keeping

FINANCE

- Maintain Accounting Policies and Procedures manual
- Prepare and present annual operating budget (including staff, committees, facilities and programs) to Board in conjunction with Treasurer and Finance Committee
- Administer the operating budget and be accountable to Board for effective business management, i.e. review bills to ensure adherence to the budget
- Oversee daily and monthly A/P, A/R, and payroll processes
- Approve receipts for reimbursement
- Prepare report for Annual Meeting

PROFESSIONAL STAFF AND SCHOOL DEVELOPMENT

- Develop and implement enrollment plan and assure proper student-teacher ratios
- Review and formalize a measurable strategy to maintain and grow student enrollment
- Observe in classrooms to offer guidance for staff (*if Montessori trained*)
- Lead and facilitate all staff meetings to guide and support staff
- Provide ongoing professional development for all staff, including Head of School
- Collaborate with staff to develop value added programs in accordance with the mission of HMS
- Promote an enriching work environment for staff (researching benefits options, providing time for on-going training, and requesting materials needed)

EVALUATE SCHOOL OPERATIONS

- Conduct annual evaluations of staff
- Oversee student evaluation and assessment
- Review operations to ensure compliance with accrediting bodies; schedule outside consultation as needed. Maintain AMI certification
- Lead ongoing program evaluation, including curriculum standards and curriculum development