

Job Description: HEAD OF SCHOOL - Sunrise Montessori School, Franklin, MA

Background: Sunrise Montessori School, Inc. is a privately funded, non-profit (501c3) organization serving children, aged 2.9 through 6. The school has provided Preschool, Pre-K Transitional, and Kindergarten programming since 2005. Sunrise Montessori School is a full member of both the Montessori Schools of Massachusetts, as well as the American Montessori Society. The school offers a low student to teacher ratio (approximately 6 to 1). The school is governed by a Board of Directors which includes founding members, as well as parents whose child(ren) are either currently enrolled or previously enrolled. The combined experiences and diverse backgrounds of the members provide a solid and knowledgeable foundation for the management and daily operation of the school.

Philosophy: The Head of School should serve as a liaison within both the school and local community. The Head of School will work closely with, and report directly to the President of the Board of Directors. The Head of School is responsible for issues that concern the school as a whole, as well as facilitating communication and consensus among the teachers, staff, families, and Board. The qualified candidate should have a long range vision for the future direction of the school, while supporting the integrity of the Montessori philosophy within its classrooms.

Qualifications:

- Minimum of a B.A. degree in Early Childhood Education (or a related education field)
- Certified as a Director I or II by the MA Department of Early Education and Care
- Montessori Certification for 3-6 year olds - Lead Teacher
- Lead Montessori Teacher in a classroom for at least 4 or more years
- 2-4 years administrative experience in an educational setting with demonstrated leadership qualities as a Head of School
- Must meet minimum requirements for a Head of School as outlined by the American Montessori Society
- Certified in CPR and First Aid

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, including those from the Massachusetts Department of Early Education and Care.

ORGANIZATION • Coordinates scheduling of, and attends, all required school activities and events.

FINANCE • Serves as Business Manager for school • Executes the financial policy set by the Board of Directors, including the communication of policies and decisions to parents and prospective parents • Assists the bookkeeper and the Board Treasurer with financial issues and long term planning • Applies for and maintains grants • Assists in coordination and execution of fundraising plans.

PERSONNEL • Administers equitable systems of compensation, working conditions, and professional development of all staff in coordination with the Personnel Committee • When necessary, counsels and advises school employees • Assists Personnel Committee in the recruitment of teaching staff • Supervises the Music teacher/program, coordinating across all classrooms • Advises Board on the need to dismiss staff when appropriate.

ENROLLMENT • Represents and explains the school's programming to prospective families • Supervises and coordinates recruitment of students • Informs parents and prospective parents of enrollment policies • Schedules and conducts admission tours.

EDUCATION • Works with Lead Teachers to coordinate curricula, including an annual Curriculum Night for parents • Helps guide staff in achieving their educational goals • Coordinates and attends all staff meetings • Serves as liaison between teachers and parents to resolve classroom issues • Maintains school's discipline policy in a consistent and respectful manner.

PUBLIC RELATIONS • Coordinates all internal and external communications • Serves as spokesperson for Sunrise • Maintains positive relationships with other educational institutions, associations, and the community at large • Facilitates communication among all of the school's constituents and encourages their participation in Sunrise activities and events.

SCHOOL FACILITIES, EQUIPMENT, DAILY OPERATIONS • Oversees daily operations of the school, ensuring a safe and friendly environment • Attends to tasks and responsibilities associated with the successful operation of the school in an as-needed and sometimes hands-on capacity • Supervises maintenance of all school equipment • Supervises the maintenance of the facility as an aesthetically attractive and safe environment • Maintains all lease arrangements and coordinates repairs and improvements with the landlord • Advises Board on facilities and equipment improvement.

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

RESPONSIBILITY TO BOARD OF DIRECTORS • Serves as 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 operation • Communicates all Board policies and changes to the staff • Serves as a resource for the Board in developing new policies and initiatives • Represents the Board and Board decisions and policies to parents when appropriate.

TO APPLY • If interested, please email your current résumé and cover letter outlining your personal educational philosophy to staffing@mysunrisemontessori.com.