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The Weetumuw School, a Wôpessori (Wôpanâak-Montessori) Immersion School

Job Description: Head of School (Principal)

Job Classification: Regular Full Time, Exempt

Reports To: Project Director

Job Requirements:

- Oversees the elementary school's academic curriculum, and language translations process
- Provides direct supervision and educational leadership to the instructional team (Three elementary teachers and two teacher trainees/classroom assistants).
- Establishes annual academic calendar
- Leads the teaching team in language fluency training activities—including delivering a minimum of 5 hours of grammar instruction to new teacher trainees on a weekly basis
- Responsible for assessing teacher fluency for annual baseline and language proficiency ratings
- Oversee teachers in implementing the school's positive discipline approach
- Responsible for implementing student assessments (language fluency and academic growth)
- Responsible for leading parent-teacher conferences.
- Participates in all School Wellness Team meetings held monthly.
- Assists Project Director and Business Manager with timely completion of all Administration for Native American reporting requirements through preparation of school, student, and teacher data reports.

Minimum Qualifications:

- Certification as a Montessori Administrator, or Head of School.
- Application must be an Advanced-High speaker as defined by American Council on the Teaching of Foreign Languages (ACTFL) guidelines.
- Master's degree in education or linguistics
- Applicant must be able to pass a C.O.R.I. background check as well as possess a valid MA driver's license.

Preferred Qualifications:

- Application is a Superior speaker as defined by ACFTL guidelines.
- Doctorate degree in linguistics or education