

The Tree House Episcopal Montessori School

Head of School Position

Position Overview:

The Head of School will actively support the spiritual mission and educational program of The Tree House Episcopal Montessori School, upholding and promoting the Montessori curriculum and methodologies in alignment with the school's Episcopal values. As the sole employee of the Board of Directors, which governs the school, the Head of School is responsible for the overall supervision and management of The Tree House. This includes ensuring that all operations are conducted in accordance with the policies and strategic direction established by the Board of Directors. The Head of School operates under the ultimate authority of the Board of Directors.

Roles & Responsibilities

Board of Directors Responsibilities:

- Manage all school programs, personnel, facilities, standards, materials and resources in accordance with policies established by the Board of Directors.
- Attend Board of Directors meetings and committee meetings as requested by the Board.
- Oversee the school budget and ensure compliance with Board policies.

Administrative Responsibilities:

- Maintain school compliance with all applicable local, state, and federal regulations.
- Maintain school accreditation with [National Association of Episcopal Schools / Montessori associations]
- Maintain school records in accordance with local, state, and federal regulations and policies set by the Board including:
 - Tracking student and teacher attendance and performance.
 - Auditing and maintaining health, financial and incidence records for students.
 - Auditing and maintaining staff files.
- Oversee the safety of students, teachers, and staff of the Tree House including but not limited to:
 - Ensuring the security of the facilities and promptly addressing any security defects.
 - Immediately notifying the Board of Directors of any breaches or potential breaches of security at the school.
 - Ensure proper safety policies are maintained, updated, and followed by all those present at the school.
 - Performing and documenting severe weather and disaster drills.

Staff Management Responsibilities:

- Oversee all Human Resources activities.
- Select, employ, train, coach, retain, and terminate staff as needed.
- Coordinate staff recruitment.
- Maintain a staff development program and conduct performance evaluations.
- Serve as a liaison between teachers and parents to resolve any classroom issues.
- Direct the development of the Montessori curriculum in accordance with [X].
- Create weekly staff schedules and ensure substitute teacher availability.

Finance Responsibilities:

- Serve as the Business Manager for The Tree House.
- Collaborate with the Treasurer, bookkeeper and accountant to prepare financial reports for monthly Board meetings.
- Assist the bookkeeper and Board Treasurer with financial matters.
- Execute financial policies including collecting tuition, assessments, and fees.
- Coordinate and execute fundraising plans in collaboration with the Mighty Oaks Parent Organization.

Enrollment Responsibilities:

- Represent and explain the school's mission and program to prospective families.
- Implement admission policies, registration procedures, fees and tuition rates as established by the Board of Directors.
- Coordinate student recruitment and retention.
- Conduct prospective parent tours and manage the enrollment process.
- Inform parents and prospective parents about enrollment policies.

Facilities Management:

- Ensure facilities meet or exceed all applicable regulations.
- Maintain facilities and promptly address any maintenance issues adversely affecting the school environment.
- Immediately notify of the board of any maintenance issues negatively affecting the school environment.
- Order and coordinate delivery of all necessary school supplies, learning materials, maintenance supplies, etc.
- Collaborate with the church on facilities improvements and needs.

Parent and Community Responsibilities:

- Maintain open and frequent communication with parents.

- Compile monthly newsletters for parents.
- Oversee and support Mighty Oaks Parent Organization fundraising and events.
- Coordinate internal and external school communications.
- Represent The Tree House in the community.
- Maintain liaisons with other educational institutions and associations.
- Facilitate communication among school constituents and encourage participation in school activities.

Qualifications:

- Bachelor's degree in education with a preference for a graduate or higher degree.
- Teaching certification, with a preference for certification by the American Montessori Society (AMS).
- Experience in a supervisory role, preferably in a Montessori or Episcopal school.
- Two years of prior experience as a center or program director in a licensed childcare center preferred.

Special Knowledge and Skills:

- Knowledge and alignment with Episcopal values.
- Knowledge of current best practices in education, Montessori curriculum, and instruction.
- Strong leadership, organizational, and administrative skills.
- Knowledge of budgetary management, fundraising, and development.
- Strong communication, public relations, team building, and recruitment skills.
- Calm and patient demeanor with students, parents, staff, and others.
- Ability to lead by example with a strong work ethic and tactfulness.
- Strong multi-tasking ability and collaborative approach.