Montessori School of Duluth Seeks Head of School

Montessori School of Duluth was founded as a non-profit 501(c)(3) organization in 1981 in Duluth, MN. We are a small, charming school located in a quiet, tree-lined neighborhood. We are a warm, welcoming school and community that seeks a Head of School who is committed to providing quality Montessori education. The school began with an Elementary program and has grown to include a Children’s House (ages 33 months – 5 years) and a toddler program (ages 16 – 33 months) serving between 45-70 children each year.

The Head of School carries out the educational policies established by the Board of Directors and acts within the limits of the financial policy set by them. Within the boundaries of the Board, the HOS creates operational policy, oversees the business operations, develops and evaluates student programs, oversees all DHS licensing standards, provides training and support to faculty and staff, maintains external relations and is responsible for day to day operations.

Responsibilities and Duties

- **Board Relationships**: brings to the attention of the Board all matters required to keep the board fully informed. Functions as chief advisor to the Board and chief communicator between the staff and the Board. Attends all monthly Board meetings.
- **Organization**: Creates and promotes effective methods of communication within the organization. Works to produce smooth day-to-day internal operation.
- **Planning**: With guidance and support from the Board, analyze the needs of the organization and create short, mid and long term goals and planning.
- **Program management**: Support each individual program and provide continuity among all school programming. Set and uphold the high AMI standards.
- **Personnel**: Creates and selects candidates for teaching and non-teaching positions required to implement programing. Administers equitable systems of compensation, working conditions, discipline, training and professional development for all school employees.
- **Finance**: Presents financial plans and annual budgets to the Board. Maintains a system of cost control to foster efficiency consistent with high standards of education within the limitations of the budget. Makes recommendations for tuition rates and salary adjustments annually. Manages a cost-effective system for purchases, billing, and accounting.
- **Enrollment and Recruitment**: Recommend enrollment objectives and methods to achieve them. Establish standards and procedures for admissions and dismissals. Oversees implementation of marketing and recruitment efforts.
- **Fund Raising**: Advises the Board to fundraising needs and plans. Coordinates fund-raising efforts and events.
- **Constituent Relations**: Encourages positive, meaningful participation by alumni, parent and past parents in school events. Acts as a liaison with other educational institutions or associations that share common goals. Offer community outreach and education about the school and the Montessori philosophy. Functions as a spokesperson for the school.
• **Building Maintenance:** Supervises the operation and maintenance of the school. Recommends changes or additions to maintain desired standards of appearance and safety. Notifies Board of any major projects and upon approval oversees completion.

**Qualifications and Skills**

- Minimum of a Bachelor’s degree; Master’s degree preferred.
- Administrative experience in an educational setting; AMI Montessori strongly preferred.
- Demonstrated strong communication skills, both written and verbal, in working with staff, volunteers, families, and the wider community.
- Experience in working with non-profit organizations, including working with a Board of Directors.
- Demonstrated leadership abilities that build community and collegiality.

Qualified candidates must also meet Minnesota Department of Human Services qualifications for Director of a Child Care Center (these qualifications may be found at [www.revisor.mn.gov/rules/?id=9503.0031](http://www.revisor.mn.gov/rules/?id=9503.0031)).

It is strongly preferred that applicants also possess the following qualifications:
- Experience in AMI classrooms at either the Primary and/or Elementary levels.
- Involvement in Montessori organizations at local, regional, and/or national levels.
- Proven ability in fundraising campaigns.

Interested individuals are requested to send a letter of interest, a résumé, and references to office@montessoriduluthmn.org. Materials will be received until May 8th.