Bluffview Montessori School (BMS), located in Winona, Minnesota, seeks a full-time school administrator to serve as Assistant Head of School beginning July 1, 2020. The Assistant Head of School reports to and works closely with the Head of School to ensure the smooth operation of the school and timely gathering and conveying of information.

We seek a strong leader with excellent organizational and communication skills who can foster positive relationships with staff, students, and families. The job requires accountability, integrity, determination, organization, team building, and diligence. The Assistant Head of School’s primary responsibilities include:

- Establishing an atmosphere of collaboration that ensures staff, students, and administrators can work efficiently and cooperatively
- Maintaining high enrollment through retention and recruiting efforts
- Maintaining accurate and up-to-date data systems; collecting, managing, and reporting data as necessary (including MARSS, SPED, Title 1, ADSIS, and student records); preparing and submitting required reports to local, state, and federal agencies
- Working with the Special Education Director to ensure compliance with MDE guidelines and federal & state school laws and consistent implementation of special education services
- Overseeing student behavior program: implementing student disciplinary policies and procedures, providing support for PBIS leadership team
- Coordinating hiring of new staff, serving as benefits coordinator
- Overseeing the Food Service program (including gathering and reporting information related to CLICS, Free/Reduced lunch applications, and MDE audits)
- Serving as District Assessment Coordinator: managing the administration of federal, state, and locally mandated testing
- Developing a rapport with staff and families that fosters trust, commitment, and a sense of community; developing good public relations and good communications with community groups and families
- Managing other tasks as directed by the Head of School, including supervising technology needs, coordinating volunteers, and planning professional development and training

Qualifications

**Required:**
- BA/BS in education-related field
- State teaching license
- Excellent oral and written communication skills
- Strong computer/technology skills
- Strong organizational skills

**Preferred:**
- MA/MS in an education-related field
- Educational administration experience and/or administrative license
- SPED license
- Experience in behavior management, HR, and/or educational leadership
- Knowledge of Minnesota and federal laws including IDEA and ADA
- Knowledge of public school operations and Minnesota charter school law