



# Bluffview Montessori

Adopted: DRAFT Companion to HR DRAFT

## **Position**

Assistant Head of School

## **Fair Labor Standards Act Status**

Exempt

## **Position Overview**

The Assistant Head of School is the assistant to the Head of School, and must use the school mission, vision, and strategic plan as guiding principles. The Assistant Head of School works with the Head of School, carries out the broad educational policies established by the Board, and acts within the limits of the financial policy set by the Board of Directors.

## **Licensure and Certification Requirements**

- BA/BS from an accredited university and a valid Minnesota teaching license
- Valid CPR/First Aid/Anaphylaxis certification or ability to acquire it
- Crisis Prevention and Intervention certification or ability to acquire it

## **Education and Experience Preferences**

- MA/MS in Education related field
- Prior successful experience student teaching or teaching
- Demonstrated continued professional development through coursework, research, peer collaboration and/or job-embedded staff development

## **Essential Functions**

- Collaborate with Head of School to oversee all daily functions of the school while upholding the Vision, Mission, and Core Values of Bluffview Montessori
- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Maintain a working knowledge of and ensure implementation of the Minnesota State Standards and the school's relative requirements
- Work effectively with the Head of School to manage all aspects of the school, including the execution of the Strategic Plan with the goal of continuous improvement in all areas
- Ensure the school environment is safe in all regards
- Engage in effective communication with all stakeholders



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- Provide reports to the Head of School, Board of Directors, and Administrative Committees, developing school goals, and executing plans to support and achieve those goals
- Act on behalf of the Head of School as necessary due to absence for the purpose of conveying and /or gathering information required for their functions in a timely manner
- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the school board and Head of School
- Perform other duties as required

## **Duties and Responsibilities**

### Operations:

- Establish an atmosphere of collaboration ensuring that the office staff, employees and employee groups, and student and student groups can work efficiently and cooperatively
- Keep enrollment full by maintaining waiting list and class list records, offering enrollment, getting enrollment paperwork completed
- Coordinate emergency planning and implementation
- Assure crisis team development
- Supervise technology needs
- Serve as member and leader of the Wellness, PBIS, and Pedagogy Committees and as a member of the Technology and HR Committees.
- Coordinate volunteers - get volunteers for activities, get donations needed for activities, facilitate Volunteer Coordinator position
- Implement student disciplinary policies and procedures - process office referrals, send office referrals to parents, provide monitoring of detentions/consequences, work with students that need disciplinary action
- Set up and facilitate school pictures with Lifetouch
- Serve as MARSS (Minnesota Automated Reporting Student System) Coordinator
  - Work with representatives of the state and other school districts to resolve issues related to student enrollment data; determine dates that will be used by each school when there are discrepancies by working with representatives from other districts
  - Serve as consultant on all district database systems including the district student information system (JMC). This includes, but is not limited to troubleshooting to maintain the integrity of the data; make global changes to database as required or requested
  - Enter new student data in JMC, maintain student data in JMC (SPED changes, enrollment, unenrollment)



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- Manage and maintain accurate and up to date data systems to help ensure accuracy so that the district properly meets state requirements and the needs of the board, parents, students and staff
- Assist financial management company to ensure all student demographic data and state mandated coding is input in an accurate and timely manner
- Submit error free data to the state in order to obtain accurate district reports and maximize the financial benefits to the district for MARSS data
- Monitor the quality of the district's student records prior to their submission to the state by auditing internal error reports; correct errors in the district system to ensure accurate reporting; identify data problems and how they might be fixed (mass or individual records fixes); determine priorities on which errors must be corrected first in order that the district receives maximum funding
- Attend trainings related to updates in state requirements
- Oversee before and after school care program including but not limited to: staffing, behavior reports, keeping the Head of School informed of behavior issues, authorizing snack purchases
- Monitor students referred for illness (when a nurse is not available) and those referred for disciplinary action for the purpose of ensuring student welfare and maintain a secure office environment
- Input and maintain records of service for SPED, Title I and ADSIS
- Prepare, maintain and update student records in areas related to attendance, emergency, health and other student records as assigned, enter, maintain, and update data in a variety of databases including JMC to compile data, run reports and labels, and produce other communications' manage and update "all call" (xstwire) notification system, maintain cumulative record files for students
- Manage and oversee school registration process; prepare enrollment and transfer forms; assist parents with proper completion of forms; request new student files; orient new families and students to the school
- Input MARSS data into JMC
- **Oversee Food Service program**
- Perform other duties as assigned by supervisor

## Finances:

- Make deposits when needed
- Seek grant opportunities and complete applications
- **FNS claims through CLICS**
- **Process Free/Reduced lunch application**



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- Maintain food service records/participate in MDE audits
- Process payments, keep spreadsheets and send thank you notes for BMS fundraising events (annual giving, capital campaign, etc) *This should be part of the fundraising committee and overseen by AHOS*

## Public Relations:

- Develop a rapport with staff and families that fosters trust, commitment, and a sense of community that builds a shared vision
- Maintain an outward facing presence that conveys a welcome attitude, adaptability to change, and a desire to engage in continuous improvement
- Responsible for good public relations with community groups and professional organizations
- Regularly attend Bluffview Montessori School events
- Contribute regularly to the school newsletter and other forms of internal and external communications including website articles
- Represent Bluffview at Charter meetings and other public functions as appropriate
- Promote a positive image of Montessori education to the community by maintaining open communication with parents, staff, other public organization and media
- Maintain school list-serve, website and calendar (including Google calendar for staff)
- Help with Navigator Newsletter
- Oversee and monitor RSS feed releases, allschool and allstaff emails, and **Student Information System generated texts and text to phone messages as needed**

## State/Federal/Authorizer Accountability

- Prepare and submit required reports to local, state, and federal agencies
- Attend meetings relating to requirements/improvement
- Work with the Special Education Director to ensure compliance with the guidelines established by the Minnesota Department of Education (MDE) and ensures implementation of administrative procedures for Special Education consistent with federal law, state school law and school guidelines
- Work with the HVED special education coordinator to ensure consistent implementations of special education services; attend monthly meetings with coordinator and staff
- Attend SPED meetings
- Attend monthly charter school directors meetings with SPED directors
- Mentor new staff as needed

## Educational Program



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- Serve as District Assessment Coordinator
  - Manage the administration of federal, state and locally mandated testing
  - Facilitate district-wide training for the administration of all assessments
  - Attend HVED (Hiawatha Valley Education District) District Assessment Coordinator meetings
  - Attend state-wide meetings/webinars relating to updates in state requirements
  - Attend Assessment meetings/webinars
  - Create and upload Fastbridge testing rosters each summer
  - Order MCA/ACCESS testing materials
  - Facilitate test schedules
  - Put testing calendar on website
- Process bus reports, involving Head of School when necessary
- Support and guide the development and implementation of special academic programs including Special Education, Title I, and ADSIS \*(Alternative Delivery of Specialized Instructional Services)
- Facilitate Interventionist meetings with levels
- Serve as Educational Leader, overseeing the implementation of the MTSS programming, the staff evaluation process, and coordination of Professional Development with the Pedagogy committee
- Coordinate the implementation of the Montessori Philosophy that guides the school while maintaining alignment with the State Standards
- Coordinate Parent Education nights with Head of School
- Champion teaching level PLC's

## Professional Development

- Work with Head of School to:
  - Plan and implement training in required topics including mandated reporting, harassment, homeless youth, internet safety, etc.; maintain record of staff completion of training
  - Develop professional growth opportunities which support the changing needs of the school, levels and individuals
  - Maintain open communications with faculty to assist in identifying staff development needs
  - Disseminate information pertinent to identified staff development needs

## Human Resources



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- Oversee hiring of employees, participate in interviews, and support staff and other personnel
- Place advertisements and solicit applications for job openings via electronic and other means (to Renee?)
- Receive and respond to job inquiries (to Renee)
- Screen and review job applications and identify candidates. Schedule and conduct interviews (to renee)
- Collect new staff data, submit required paperwork to financial management company and maintain employee files
- Serve as benefits coordinator (to renee)
- Coordinate training sessions for new employees and paraprofessionals
- Observe and evaluate staff in accordance with an established plan of evaluation including:
  - Teachers (Specialists and Special Education (SPED), Title, ADSIS (Alternative Delivery of Specialized Instructional Services), Health)

### Knowledge, Skills and Abilities

- Comprehend and follow instructions
- Perform repetitive tasks
- Maintain work pace and accuracy
- Synthesize and analyze complex data
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with students, parents and colleagues
- Plan, direct, manage, evaluate, and supervise others

### Physical Demands:

| Activity                             | Frequency              |
|--------------------------------------|------------------------|
| Grasping/handling                    | Constantly (80%-100%)  |
| Reaching Forward                     | Frequently (55%-79%)   |
| Reaching Overhead                    | Occasionally (10%-29%) |
| Speaking and Listening               | Constantly (80%-100%)  |
| Sit at table/on floor                | Frequently (55%-79%)   |
| Crouch, stoop, climb, balance or run | Periodically (30%-54%) |



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|                              |                        |
|------------------------------|------------------------|
| Stand, walk                  | Frequently (55%-79%)   |
| Lift/carry up to 10 lbs      | Periodically (30%-54%) |
| Lift/carry up to 50 lbs      | Seldom (1%-9%)         |
| View computer monitor/media  | Periodically (30%-54%) |
| Exposure to seasonal weather | Occasionally (10%-29%) |

### Special Requirements

Final appointment to this position will be contingent upon passing a criminal background check.

### Equal Opportunity Employment

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.

### Additional Employment Statement

*This responsibilities list is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter any and all responsibilities associated with the AHOS position. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

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Signature

Date