



Bluffview Montessori

Adopted: DRAFT companion to new HR DRAFT

Position

Head of School

Fair Labor Standards Act Status

Exempt

Position Overview

The Head of School is the chief executive officer of the school and must use the school mission, vision, and strategic plan as guiding principles. 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. Within these basic guidelines the Head of School determines the methods for carrying out Board policies, creates operational policies, oversees the business operations, develops and evaluates student programs and services, provides administrative and professional leadership for all faculty and staff, orchestrates external relations, and has responsibilities for the day-to-day operations of the school.

Licensure and Certification Requirements

- BA/BS minimum from an accredited institution
- Minnesota state licensed teacher
- Certified and experienced Montessori teacher
- Valid CPR/First Aid/Anaphylaxis certification or ability to acquire it
- Crisis Prevention and Intervention training or ability to acquire it

Education and Experience Preferences

- MA/MS in an educational field
- Prior successful experience in administration
- Demonstrated continued professional development through coursework, research, peer collaboration and/or job-embedded staff development

Essential Functions

- Oversee all daily functions of the school while upholding the Vision, Mission, and Core Values of Bluffview Montessori
- Function as the “individual Official with Authority” (IOwA) regarding MDE



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- Champion the Montessori philosophy, ensuring that the school maintains a high level of philosophical fidelity within the innovative framework of being a Public Montessori Charter School
- 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 Board of Directors to manage the school, including the execution of the Strategic Plan with the goal of continuous improvement in all areas
- Ensure that all contracts are appropriate, compliant, equitable, and executed effectively
- Understand and manage the six areas of the Head of School Evaluation as established by law:
 - Instruction and Assessment
 - Human Resources and Personnel Management
 - Financial Management
 - Legal and Management Compliance
 - Effective Communication
 - Board, Authorizer and Community Relationships
- Ensure the school environment is safe in all regards
- Author or oversee that effective communication with all stakeholders takes place
- Lead Board of Directors (as ex-officio member) and Administrative Committees, establishing school goals and executing plans to support and achieve those goals

Duties and Responsibilities

General

- Responsible for development of the mission, goals, and strategies for the school
- Exercise general supervision and control over all aspects of the district operations

Responsibilities to Board of Directors

- Participate as an ex-officio non-voting member of the Bluffview Board of Directors
- Advise the board on legal matters
- Write the Annual Report
- Make available to all personnel and to the school community all newly proposed policies
- Keep the Board informed as to how policies are being carried out and the effectiveness of those policies



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- Maintain oversight of all Board Committees.
- Anticipate problems, when possible, and recommend appropriate policies to the Board before problems actually arise
- Follow the direction set by the district strategic plan and keep the Board informed of progress on the plan
- Keep members of the Board, administration and the staff full informed on issues and needs
- Advise the board with planning agenda items to provide sufficient time for substantial issues
- Coordinate annual board meeting and school board elections

Operations

- Serve as the administrative authority in the school within the limits of the law and Board regulations
- Establish an atmosphere of collaboration ensuring that the office staff, employees and employee groups, and students and student groups can work efficiently and cooperatively
- Maintain current student body at a level of high enrollment through retention and recruiting efforts
- Process complaints concerning the school, investigate these complaints and refer to the board cases, which the Head of School cannot adjust satisfactorily
- Lead Building and Grounds Committee to maintain school property, member of the BMS Building Corporation Board

Finances

- Assist in the development of the school budget and keep such business in accord with a central plan of accounts and carried out under the supervision of the financial management company
- Ensure that the management company with the assistance of support staff meet all state-mandated school reporting deadlines including but not limited to the Minnesota Automated Reporting Student System (MARSS), the System of Technology to Achieve Results (STAR), Public Audit, the Uniform Financial Accounting and Reporting Standards (UFARS) and the Electronic Data Reporting System (EDRS), Annual Lease Aid Requests, federal Title programs, School Incident Reports, and Testing Coordinator, and LEA responsibilities
- Lead Finance Committee
- Understand and monitor monthly finances
- Be responsible for the administration of a system of accounting of all monies from student activities, cafeterias, student fees or fines, entertainments, gifts and from any student group within the school



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- Authorize purchases of the school working with the finance company
- Communicate and meet with fundraising volunteers as needed
- Oversee transportation administration
- Seek grant opportunities and complete applications

Public Relations

- Develop a rapport with staff and families that fosters trust, commitment, and a sense of community that builds a shared vision
- Responsible for good public relations with community groups, including the Parent-Teacher Association and other 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
- Attend HVED principal's/Superintendent meetings quarterly or as necessary
- Facilitate partnerships between community volunteers and area colleges
- Provide an effective voice for the school with local state, and federal agencies and advance the school's influence and credibility with these agencies
- Promote a positive image of Montessori education to the community by maintaining open communications with parents, staff, other public organizations and media

State/Federal/Authorizer Accountability

- Oversee the charter school sponsor contract, relationship and required reporting
- Develop and coordinate federal program priorities, activities, and plans to insure program efficiency, accountability, and concordance with district goals and school improvement plans
- Prepare and submit required reports to local, state, and federal agencies
- Serve as key contact for ADSIS program and ensure timely submission of application, budget and required reports
- Provide leadership for all phases of Federal programs (e.g. Title I, II,) including development and submission of grant applications
- Evaluate program effectiveness and recommend changes
- Attend meetings relating to requirements/improvement
- Complete annual Disciplinary reporting with MDE



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- Attend state-wide meetings relating to updates in state requirements
- Attend Regional charter school meetings (MACS) quarterly

Educational Program

- Provide educational leadership in collaboration with the AHOS and Pedagogy committees in the school and in creating an environment conducive to skillful creative teaching and optimum learning
- Review the system of instruction of all pupils and improve instruction as indicated by data
- Support specialist and assistant teachers in their understanding and implementation of the Montessori philosophy
- **Direct curriculum improvement efforts by: (to Sherry)**
 - meeting annual goals as written in the annual report
 - directing teachers in the area of greatest need
 - setting benchmark expectations at each level
 - ensuring compliance with state standards
 - enhancing the school's Montessori and specialist curriculum
 - creating 504 plans for needy students
 - coordinating and attending staff development activities
 - coordinating and attending parent education nights
 - observing, evaluating, and enhancing scope and sequence
- Support and guide the development and implementation of special academic programs including Special Education, Title, and ADSIS*
- Oversee mentoring program and serve as mentor when needed
- Serve as a leader and member of the Pedagogy and PBIS Committees

Professional Development

- Coordinate training sessions for assistants
- Maintain open communication with faculty to assist in identifying staff development needs
- Develop professional growth opportunities in collaboration with the Pedagogy Committee which support the changing needs of the school, levels and individuals
- Disseminate information pertinent to identified staff development needs
- Plan and implement training in required topics including mandated reporting, harassment, homeless youth, internet safety, etc

Human Resources



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- Responsible for the direction and supervision of the professional, classified and hourly staff working within the school building
- Observe and evaluate staff in collaboration with AHOS in accordance with an established plan of evaluation including:
 - Teachers (CH, E1, E2, Erdkinder and Specialists and Special Education (SPED))
 - Support staff (nurse (in regards to curriculum), Title, Alternative Delivery of Specialized Instructional Services (ADSIS), counselor, librarian)
 - Assistants and paraprofessionals
- Provide oversight of teacher conducted reviews of their paraprofessionals and assistants
- Oversee employee discipline consistent with Board policies and employment standards
- Make recommendations for teacher dismissal
- Manage grievances and cases which result in arbitration and mediation
- In accordance with policies, rules and regulations adopted by the Board, be responsible for the detailed organization of the program of the school, for the assignment of duties to staff members and for the administration of the instructional program for the regular school year
- Monitor professional certifications and coordinate the processing of state credentials for professional employees
- Certify employee classifications and salaries, create and offer letters of employment annually
- Coordinate the Workers' Compensation Program (Renee)
- Coordinate benefits administration, including dental, life, and disability insurance benefit plans (Renee)
- Coordinate and attend regular staff meetings
- Oversee the assignment of student teachers and placement of college students
- Maintain up-to-date Policy and Procedure Manuals (Renee)
- Maintain an updated file of job descriptions (Renee)
- Manage compliance issues including, but not limited to, Title IX, Section 504, Right to Know, Affirmative Action, Sexual Harassment, etc (Renee)
- Serve as Compliance Officer for Americans with Disabilities Act (Renee)
- Serve as member of Human Resources Committee, maintain oversight of all HR functions

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



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- 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%)
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.



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Additional Employment Statement

This job description is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter this job description. 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.

Signature

Date