



<b>Job title</b>	<i>Head of School</i>
<b>Reports to</b>	<i>Chair of the Board of Directors</i>
<b>Fair Labor Standards Status</b>	<i>Exempt, Full Time 12 month</i>

### Job purpose

The Head of School serves as the chief administrative and Academic official, providing overall leadership and direction for Penfield Montessori Academy (PMA), under the direction of the PMA Board of Directors and in collaboration with Penfield Children’s Center and the University of Wisconsin- Milwaukee (UWM), Charter Authorizer. The Head of School oversees student support services, Curriculum, organizational operations, budgeting and finances, parent and community relations, strategic planning and facilities. Together with the Leadership Team, the Head of School will follow the educational goals as outlined in the charter agreement with the University of Wisconsin – Milwaukee (UWM). The Head of School cultivates an environment that fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of excellence. This vision is grounded in PMA’s pillars for success: Montessori/Special Needs pedagogy and philosophy, Health and Wellness and Family Engagement.

### Working relationships

PMA BOD  
 Penfield Children’s Center Administrative and Development Staff  
 Community professionals  
 Staff  
 Students  
 UW Milwaukee  
 Families  
 Volunteers  
 General public

### Prime functions

#### *Oversight of Operations:*

- Implements policies of the Board of Directors
- Aligns with the Mission, Vision and Values of PMA
- Work with Penfield Children’s Center Finance, Development and HR Dept. to develop budgets and align resources to meet the budget.
- Recruit and retain a diverse staff as the school expands, working with the Leadership Team and Montessori experts to develop teams of professionals.
- Develops systems for optimal use of time by creating schedules/procedures that preserve the uninterrupted three-hour work period and provide sufficient meeting time for all teams.
- Ensure a safe and nurturing environment for students, staff, and families.

- Design and implement a professional development plan and/or strategy that incorporates Montessori curriculum with a special needs overlay that results in instructional improvement defined by student achievement and the individual needs of staff members.
- Collaborate with Penfield Children’s Center facilities and operations team to ensure appropriate facility and operational needs are identified and managed in a sustainable manner.
- With the Development and Communications team at Penfield Children’s Center, plan and implement enrollment efforts and fund raising activities to annually meet the needs of the school.
- Comply with state and federal charter school laws and policies.
- Assume responsibility for meeting or exceeding the accountability measures established in the school’s Charter contract to ensure PMA’s long term sustainability and stability.
- Meet or exceed all DPI, State and Federal compliance matters as it relates to School Operations
- Oversee the input and tracking of student attendance and progress in Montessori database.
- Provide all reports in a timely manner, as required by funding sources, grants, charter organization, DPI, state or federal requirements, etc.

*Provide Instructional Leadership:*

- Direct the goals of Montessori and Special education, curriculum, instruction, organizational patterns, school operations and pupil services.
- Analyze student achievement results to identify areas in greatest need of improvement and to lead school improvement efforts.
- Ensure that the learning needs of all students--Special Education, English Language Learners, and General Education--are met.
- Arrange for Montessori coaching and professional development of the classroom teaching teams, interventionists, and school administration staff.
- Support and supervise the design of rigorous, standards-based instruction with measurable outcomes.
- Work with researchers to set and implement frameworks to measure success.
- Conduct regular classroom observations to analyze and improve instruction, supervise staff and provide feedback, to ensure continuous improvement in teaching and learning.
- Engage in continuous learning and on-going professional development with other principal/administrator colleagues.
- Responsible and accountable for ensuring all students reach academic benchmarks, addressing individual academic gaps and working with staff to ensure remediation

*Oversee Family and Community Engagement:*

- Direct the family engagement team, establish opportunities to instruct and engage parents and the community in understanding the Montessori approach to learning.
- Work with staff to inform parents and families how to support the Montessori philosophy in the home to foster independence, self-help skills and knowledge of Montessori education.
- Strengthen teacher and staff capacity to cultivate and sustain meaningful relationships with families of diverse backgrounds and with community members who support student achievement and student well-being.
- With the Development and Communications team at Penfield Children’s Center, establish a variety of two-way communication tools with parents in their respective languages.
- Seek and develop strategic partnerships that will strengthen the 3 pillars of Montessori/Special Education/Lab School, Health and Wellness and Family Engagement. Partnerships will also serve to enhance students’ opportunities, strengthen school culture, and help drive academic success.

*Provide Professional Culture and Strategic Leadership:*

- Demonstrate cultural competencies and leadership through behaviors and decision-making.
- Foster teacher leadership through delegation, shared leadership and decision-making.
- Provide leadership to staff and the board of directors in the strategic planning process.

*Provide direct Supervision to the School Leadership Team:*

- Offer support and resources to members of the Leadership team, including Special Education, Programs, Student Support Services, Education, Family Engagement and Office Management.
- Delegate authority, as appropriate, to leadership team in their designated areas.
- Provide on-going feedback and evaluation on the performance of team members.
- Consistently meet with team individually and as a group.
- Coordinate the inter-relationship of these operations to achieve high quality and maximize school effectiveness, and efficiency.

*Qualifications*

- Master's Degree from and an accredited college or university
- Minimum of 5 years leadership experience in an Elementary School with Montessori experience preferred
- WI State administrators License for K-8 or equivalent
- Montessori teacher and/or leadership training preferred from Association Montessori International (AMI) or American Montessori Society (AMS).
- Experience and demonstrated competence in staff management, including but not limited to the recruitment, evaluation, performance management and professional development of teaching faculty.
- Experience working with students and families in a diverse, urban setting
- Knowledge of Wisconsin Charter School law and regulations preferred.
- Understanding of policies and procedures that are required by the PMA's charter school authorizer, The University of Wisconsin, Milwaukee preferred.
- Knowledge of state assessments, the rules for administration and interpretation of the results to the staff, PMA Board, PMA parents and the wider community.
- Ability to articulate to staff, students and community the vision of the PMA and the essence of Montessori education.
- Demonstrated experience in holding teams accountable for continuous improvements and meeting goals
- Fund development and Community Relations experience
- Demonstrated problem-solving skills and demonstrated ability to act effectively in situations involving a start up and those requiring rapid response.
- Ability to motivate, encourage and work with staff to ensure outstanding performance as well as morale.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Conflict resolution and mediation skills preferred
- Ability to lift or move objects of 25 lbs. or less on a daily basis.
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp.
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan

**Performance Criteria aligned with Vision**

- Deepen PMA's impact by growing the school to a K-8 charter school.
- Cultivate a strong organization through high performance, accountability and teamwork
- Build financial stability by maximizing organizational efficiencies through securing earned revenue, diligent oversight of expenditures and program improvements.
- Develop continuous quality improvement initiatives through Lab school partnerships, reflective utilization of electronic student record system, analysis of assessment data and implementation of processes and procedures for effective operations
- Demonstrate leadership that engenders the support of staff and board.
- Actively engage with the community to position Penfield Montessori Academy as a leader in the field.