



"The mission of Fort Collins Montessori School is to provide a classic pre/K-9th grade Montessori program that inspires and empowers children with an exceptional educational experience based on the principles and philosophy of Dr. Maria Montessori."

FORT COLLINS MONTESSORI SCHOOL

Job Announcement

Job Title: Head of School
Location: Fort Collins, Colorado
Reports to: Board of Directors
Position is: Full-time, year-round
FLSA Status: Exempt
Start Date: June 1, 2018

Summary: Fort Collins Montessori School is a public charter school serving children from 3years-old to 6th grade. We opened our doors in the fall of 2014. Now in our fourth year of operation, we have doubled our initial enrollment and now serve 135 students, we are financially sound, and 94% of our parents report being satisfied with the academic and emotional development of their children. When we are fully developed, we will serve students through 8th grade and we anticipate enrollment of 350 students. We are strongly committed to a classic Montessori education. Our current Head of School and all six of our guides are AMI certified.

Our current Head of School is retiring, so we are seeking a new Head of School to implement our Charter, strategic plan, and other policies. We expect applicants to have a demonstrated strong knowledge of and commitment to Montessori pedagogy. AMI certification will be a valuable but not sole determinant of qualifications. The HOS fosters the FCMS vision and mission and upholds our values. He/she provides day-to-day educational leadership for the school while managing operations.

Preferred Qualifications:

- A desire to make a deep commitment to the [FCMS Vision, Mission and Values](#), including a strong commitment and passion for public Montessori education.
- AMI certification is preferred, but we will consider non-AMI certified applicants who demonstrate knowledge of the theory and practice of Montessori, a strong commitment to classic Montessori, and have experience in a Montessori institution.
- A dynamic, energetic and engaging personality that will inspire staff, families and community.
- Demonstrated leadership and management experience, including curriculum oversight, staff supervision, budget management and accountability to laws, regulations, and policies that govern charter schools.
- Demonstrated fundraising success.
- Experience and desire to work with students with learning differences as well as for students from diverse family and socio-economic situations.
- Experience in public education; Charter school experience preferred.
- MA/MS Degree in education or related field required, or BA/BS and 2-3 years of experience in school administration.
- Able to obtain Colorado Administrator and Principal licenses.

Essential Duties and Responsibilities

Relationship with the Board of Directors

- Attend Board meetings and prepare and present reports as requested by the Board.
- Serve as chief communicator between the Board and faculty, ensuring a strong, productive relationship between operations and governance.
- Bring to the attention of the Board matters and data about the needs and operation of the School as are appropriate to keep the Board fully informed to meet its responsibilities.
- Work with the board to ensure that the school is in compliance with all applicable laws and regulations.

Student Programs and Services

- Serve as the educational leader for Fort Collins Montessori School, including advocating for the classical Montessori pedagogy and values.
- Remain abreast of trends and research in education, particularly those affecting charter school operations and educational leadership.
- Develop and implement enrollment plan, and assure proper student-teacher ratios.
- Implement formal and informal programs that relate to high moral and ethical conduct, including conflict resolution, counseling and advisory programs, positive discipline that promotes kindness and courtesy, and coordinated psychological assistance as needed.
- Possess complete knowledge of Colorado and Common Core Standards. Ensure accountability to these standards through Montessori methods. Meet all district and state academic reporting requirements are met.
- Ensure effective delivery of Special Education services.
- Oversee student evaluation and assessment.
- Oversee ongoing program evaluation, including curriculum standards and development.
- Evaluate school programs and operations; complete annual School Accountability Report for the Board & the public.
- Establish and oversee programs for after hours and weekends, including extended day programs and recreational and cultural activities.

Personnel and Management

- Recruit, hire, supervise, mentor and evaluate teaching, support staff, and substitutes as needed.
- Provide for coaching and development of teaching staff in line with Montessori pedagogy.
- Consistent with Personnel Policies and Procedures, make decisions regarding disciplinary action or dismissal of staff.
- Encourage staff to propose, plan and develop programs that align with the FCMS mission.
- Conduct annual written evaluations of staff.
- Promote a strong culture and effective communication among faculty and staff.
Consciously work to establish an atmosphere of teamwork and planning. Follow a collegial rather than authoritarian managerial style.

Finance and Operations

- Work with the Board Finance Committee to propose annual operating budget.
- Administer the operating budget and be accountable to the Board for effective business management.

- Working with the Board Finance Committee, staff, and outside service providers, ensure that all federal, state, district and board financial reports are prepared and submitted.
- Report facilities needs to appropriate board member(s), staff, and/or outside service providers with follow up and ensure that needs are addressed.
- Keep all accounts up-to-date, including those of students, vendors, and contractors.
- Maintain sufficient security and judgment to handle a crisis and to use supervision constructively.
- Maintain an aesthetically attractive environment that is compatible with FCMS character.

Constituent and Community Relations

- Articulate and advocate the mission of Fort Collins Montessori School with students, families, staff, and community.
- Be inspirational, visible, and accessible to members of school community and beyond.
- Manage relationships with students, faculty, and parents with an approach that holds to our values and is firmly rooted in Montessori philosophy.
- Encourage meaningful alumni, parent, past parent, and community participation in events that aid and support the goals of the school.
- Promote highly effective and open communication among staff, parents and the Board.
- Foster a positive relationship with the Poudre School District and the Colorado Department of Education.
- Serve as primary spokesperson for the school.

Fund Raising

- Using best practices in fund development, participate actively in planning and implementation of fundraising efforts.
- Work with Board and Board committees to apply for grants.
- Assist in identifying and cultivating prospective donors.
- Serve as philanthropic ambassador within the organization and community.

To Apply

Submit resume and cover letter to jsanderson@focomontessori.org by January 14, 2018. We will accept applications after January 14, but late applications may not be given first consideration.