



Head of School

The Leelanau Montessori Public School Academy (LMPSA) seeks positive, collaborative, passionate, problem solvers as candidates for its Head of School position.

The Leelanau Montessori Public School Academy is a charter school serving Leelanau and Grand Traverse County from Lake Leelanau, Michigan. Our Montessori-certified teachers endorse educator Maria Montessori's success-oriented approach to learning - a whole-child approach to learning nurtures the mind, body, and spirit in multi-age classrooms guided by highly qualified staff. The Montessori program has been in Leelanau County since 1984 offering tuition-free public elementary programs, and tuition-based preschool programs.

Our Mission Statement:

Leelanau Montessori Public School Academy nurtures the whole child in a prepared environment based on respect, individuality, a love of learning, and freedom with responsibility.

Job Title:

Head of School

Status:

Exempt, Full-time, Full-year

Reports To: The Board of Directors and Human Resources Provider

Nature and Scope of Job:

The Head of School serves as educational leader and administrator of the Montessori School Program. He/she cultivates an environment that is safe, promotes active and joyful engagement in the process of learning, and empowers children to reach their unique potential. He/she works collaboratively to lead and assist members of the school

faculty/staff in their professional growth and development, and communicates effectively with students, faculty/staff, parents, and community members. He/she manages the school's facility and campus (Connie Binsfeld Building (CBB)) located in Lake Leelanau, Michigan.

Job Functions and Responsibilities:

The Head of School's responsibilities include, but are not limited to the following (full job description is available upon request):

- Lead the implementation of the Leelanau Montessori Vision of student learning (whole child development)
- Implementation of school policies, procedures, and regulations
- Direct curriculum, instruction, and assessment
- Lead, supervise, support and evaluate faculty and staff
- Lead the implementation of positive school culture and climate processes and procedures
- Lead and supervise the implementation of child-centered discipline processes and procedures
- Lead and supervise Response to Intervention process
- Lead and supervise the Student Support Team process
- Lead and supervise the Crisis Prevention/Support Team
- Lead parent communication concerning education and pedagogy
- Lead the process for prospective parent education
- Lead the process for student placement
- Oversee the transition process (K to 1st; 3rd to 4th; 6th to 7th)
- Oversee the Teacher Mentor Program
- Oversee the guest teacher process
 - Teacher plans
 - Guest teacher education
 - Securing sub coverage
- Lead the process for teacher recruitment and retention
- Lead classroom and level team development
- Supervise submission of student data and reporting
- Direct special education programming
- Support school events
- Coordinate/oversee school master calendar
- Coordinate building and grounds maintenance
- Coordinate with food service provider
- Lead the facilitation of monthly faculty/staff meetings
- Manage relationship with charter authorizer
- Manage relationship with school board
- Attend monthly board meetings
- Coordinate Emergency Procedures
- Coordinate Child Care licensing renewal process
- Coordinate student transportation need
- Coordinate/collaborate with business office
 - Finance
 - Investing

- Purchasing
- Board reports
- Coordinate/collaborate with human resource provider
 - Payroll
 - Benefits
 - Taxes and reports
 - Employee Relations
 - Performance Management
- Manage all aspects of the LMPSA owned facility – Connie Binsfeld Building (CBB) – and campus where the school is located in Lake Leelanau, Michigan.
 - Ensure all financial aspects (mortgage, rents, utilities, maintenance, insurance, etc.) of the building are addressed in a timely manner with support from the LMPSA staff and Board.
 - Manage all CBB tenant (Department of Health and Human Services, etc.) rents are paid and there is a coordinated operation of the facility.
 - Supervise all business aspects of the CBB.
 - Ensure the CBB complies with all legal requirements.
 - Overall, maintain a safe environment with proper lighting, signage, and disability access. Draft, update, and exercise all emergency plans and evacuation procedures.
 - Procure and oversee building improvements as necessary and approved by the Board.
 - Oversee CBB security, fire prevention, and other safety systems.

Qualifications:

Minimum Qualifications:

- BA/BS in Education or related field and MA/MS in Education Administration or related field
 - Administration Certification or enrolled in/ability to obtain within 3 years from an approved program
- Ability to obtain Montessori Certification within 2 years
- 5+ years of highly qualified elementary school teaching experience
- Pass Michigan Background Check & Unprofessional Conduct Verification

Preferred Qualifications:

- Master's degree or higher degree in Education Administration with focus on Montessori philosophy
- Michigan Administrator Certification
- Montessori Certification or Credential w/ 5+ years of teaching experience
- Prior leadership experience in a Montessori educational environment
- Prior leadership experience in a charter, independent, or public academy school

- Prior administrative experience, especially with respect to listed job functions and responsibilities

To Apply:

Please send cover letter, resume, references & verification of educational standing (transcripts/copy of teaching or administration certificate) to John Sanford at:

sanfordj@leelanaumontessori.org

A full job descriptions is available upon request.

Please visit our website to learn more about us: <http://www.leelanaumontessori.org/>

To learn more about our incredible corner of Michigan, please visit:

<http://www.visitleelanaucountymichigan.com/>

<http://www.leelanau.net/>

<http://www.leelanauchamber.com/>

Applications will be accepted until the position is filled.