

JOB DESCRIPTION

Head of School



corvallis
MONTESSORI
school

Position reports to: Corvallis Montessori School Board of Trustees

Corvallis Montessori School - a privately funded, not-for-profit school for children ages 15 months to 12 years - is seeking an experienced and visionary Head of School to lead its community of exceptional and committed faculty and staff, thoughtful and involved parents, and bright and engaged students. Celebrating its 50th year of Montessori education in 2017, CMS is a well-established AMI-recognized school with two toddler and three primary classrooms, as well as an elementary classroom in the process of formation. CMS is located in beautiful and friendly Corvallis, OR, a vibrant college town located in the Willamette Valley – an hour's drive to the Pacific Coast, an hour and a half from Portland, and two hours from the Cascade Mountains and high desert. For more information, please visit: www.corvallismontessori.org

The Head of School is ultimately responsible for all aspects of the administration of the school, including but not limited to:

- supervision of the delivery of high-quality toddler, primary, elementary, before- and after-school, and summer programs, including bilingual Spanish program
- recruitment, hiring, supervision, and support of faculty and staff
- maintenance and implementation of systems and policies necessary to support the work that happens in the classrooms
- ensuring the financial stability and sustainability of the school
- recruitment and admissions of new students
- communication with students and families
- adherence to AMI standards and maintenance of AMI accreditation
- progress towards attaining a five-star QRIS rating

REQUIRED QUALIFICATIONS: Minimum of a bachelor's degree, as well as administrative/management experience in an educational setting. AMI Certification at the Primary or Elementary level strongly preferred.

PERSONAL QUALITIES/CHARACTERISTICS DESIRED:

- Committed and passionate proponent for Montessori approach
- Engaged, effective, transparent, and clear communicator
- Advocate with deep passion for, and commitment to, the wellbeing of children
- Visionary leader with the ability to build consensus and take the school to the next level
- Respected manager who listens well, empowers others, and delegates effectively
- Relationship builder who can develop and maintain strong relationships with children, faculty, staff, parents, and community members to build a vibrant community
- Articulate ambassador of the school to existing and prospective students and families
- Team-builder who supports the work, growth, and development of staff
- Skilled mediator who can resolve conflicts peacefully
- Advocate for diversity, with the ability to welcome and engage with a diverse student, parent, and staff community