Head of School Job Description

**Summary:** *Mill Falls Charter School* is the first public Montessori Charter School in New Hampshire. The school will open in Manchester, New Hampshire in the fall of 2012, with kindergarten and lower elementary students in multi-age classrooms. The school will expand yearly until we reach full operation, serving over 200 lower and upper elementary students.

Manchester is New Hampshire’s largest and most diverse city. Located about fifty miles north of Boston, Manchester is home to approximately one hundred and ten thousand people, ranging from long-term residents to newly returning young professionals with children, as well as new immigrants and refugees who call Manchester home. Manchester has a rich immigrant history. As the first charter school in the city, *Mill Falls* hopes to tap into the rich and diverse cultural framework as we build our student population and community connections.

*Mill Falls Charter School* is seeking a Head of School to serve as philosophical and instructional leader of this new public Montessori charter school. The ideal candidate will have a passionate commitment to Montessori education, be trained in the Montessori method, and have experience as a leader in an established school. Additionally, the ideal candidate will have a commitment to bringing Montessori public and an understanding of charter school law.

**Description**

**Title:** Head of School  
**Immediate Supervisor:** *Mill Falls Charter School* Board of Trustees

**Qualifications:**
- Strong advocate for public Montessori education.
- Montessori Elementary certification through an accredited institution strongly recommended.
- Previous experience working in a Montessori school required; some leadership responsibilities/experience preferred.
- Administrator/Principal certification and/or experience strongly recommended.
- Robust leadership skills.
- Experience creating an organization and maintaining sustainability preferred.
- Proven experience with staff supervision and budget management.
- Ability/willingness to lead in fund development, including identification, cultivation and stewardship of donors.
- Highly self-motivated.
- Strong written and verbal communication skills.
- Appreciation for students with learning differences as well as for students from diverse family and socio-economic situations.
Essential Duties and Responsibilities:

Leadership
- Serve as Educational leader for the Mill Falls Charter School.
- Advocate for the Montessori pedagogy.
- Articulate and advocate the mission of Mill Falls Charter School for students, families, staff, & community.
- Serve as philanthropic ambassador within the organization and community.
- Be inspirational, visible, and accessible to members of school community and beyond.
- Possess knowledge of New Hampshire State Standards and Core Curriculum.
- Attend all Board meetings as nonvoting board member and prepare and present reports as requested by the Board.
- Manage relationships with students, faculty, parents firmly rooted in Montessori philosophy.
- Establish a plan to oversee and redirect student behaviors.
- Demonstrate sufficient security and judgment to handle a crisis and to use supervision constructively.
- Have the ability to collaborate and continue to educate teaching staff for the purposes of deepening understanding of the Montessori method and provide support for full implementation of the Montessori philosophy.
- Promote a culture of global citizenship and awareness at the School.
- Lead by example the creation of a culture at the School that reflects the values associated with the Montessori method, including grace and courtesy.

Management
- Develop specific operations, goals and objectives to implement the strategic goals that have been mutually established with the Board.
- Hire, supervise, mentor, and evaluate teaching and support staff as needed.
- Manage substitutes for classrooms and act as a substitute in classrooms as needed.
- Oversee admission of students, including lottery procedures.
- In consultation with the Board of Trustees, informed by the Mill Falls’ Policy Manual, make final decisions regarding disciplinary action or dismissal of staff.
- Ensure that all state reporting requirements are met.
- Be responsible for the delivery of Special Education services in collaboration with sending school districts.
- Lead and facilitate staff meetings to guide and support staff.
- Oversee all aspects of facility management.

Communication
- Maintain regular, ongoing, and open dialogue with the Board of Trustees.
- Serve as chief communicator between the Board and the staff.
- Promote highly effective and open communication between staff, parents and Board.
- Be the spokesperson for Mill Falls Charter School.
- Foster the relationship with staff, board, school community and beyond.
- Foster a positive relationship with the Manchester School District and all other sending districts, as well as the New Hampshire Department of Education.
- Serve as the mandated reporter to the NH Division for Children, Youth, and Families.
Finance and Fund Development
• Prepare and present annual operating budget to Board in conjunction with Board Treasurer and Business Manager.
• Administer the operating budget and be accountable to Board for effective business management.
• Prepare annual budget recommendations including personnel, committees, facilities and programs.
• Prepare reports for annual audits – financial and academic.
• Apply for grants that support the economic viability of the school.
• Serve as a non-voting member of Mill Falls Charter School Foundation Board.
• Be familiar with and understand best practices in fund development.
• Assist in identifying and cultivating prospective donors.
• Serve as philanthropic ambassador within the organization and community.

Professional Staff Development
• Ability to support teaching staff about regarding the Montessori philosophy and full implementation of the school’s mission.
• Develop and implement enrollment plan and assure proper student-teacher ratios.
• Provide opportunities for ongoing professional development for all staff.
• Encourage staff to propose, plan, and develop programs in accordance with the mission of the school.

Compliance and Accountability for School Operations
• Conduct written evaluations of staff.
• Oversee student evaluation and implement student assessment.
• Oversee ongoing program evaluation, including curriculum standards and curriculum development.
• Ensure that the school is in compliance with all applicable government laws and regulations.
• Evaluate school operations.

Please email completed application package to HR@millfallscharterschool.org including:
  Resume;
  Cover letter;
  Philosophy of education;
  Three letters of recommendation.

Notification of receipt of completed applications will be sent via email.

References will not be contacted without prior notification.

Mill Falls Charter School is an Equal Employment Opportunity employer and seeks and welcomes applications from individuals of all backgrounds, experiences, and perspectives.