

MONTESSORI PEAKS ACADEMY POSITION OPENING FOR DIRECTOR/PRINCIPAL

Date Posted: July 23, 2018

At-Will Contract: Jan. 1, 2019 – June 30, 2019 (Employed by MPA)

Beginning Base Salary Range: \$90,000 to \$110,000 (Based on qualifications and experience)

Annual Performance Bonus: Up to \$5,000 may be awarded by the Board of Directors

Benefits: Comparable to Jefferson County School District employees

The purpose of this document is to announce the requirements of this position and to communicate the job responsibilities and expectations for position of Director/Principal at Montessori Peaks Academy which are as follows:

QUALIFICATIONS:

- 1) Three (3) years minimum leadership experience in the Education Field
- 2) Montessori training or a commitment to become Montessori certified within 2 years
- 3) Colorado Principal License or the equivalent in another state (with a commitment to become licensed in CO)
- 4) Master's Degree in relevant subject matter

LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS:

The Director/Principal is responsible for the successful implementation of the school's mission and vision. The Director/Principal reports directly to the Montessori Peaks Academy Board of Directors, but has several major constituencies, including parents, students, faculty, and the Jefferson County School District as MPA's authorizer.

The five main areas of charter school leadership that have been identified for the Director/Principal are:

A. Maintain Positive Public and School Community Relations

To meet the goals of Montessori Peaks Academy, it is imperative that positive public and school community relations be maintained both inside and outside of the school. In order to accomplish this goal, the Director/Principal is expected to:

- 1) Ensure Teacher, Staff, Parent, and Student Satisfaction
- 2) Positively Represent MPA as Its School Leader to the Public
- 3) Maintain Positive Community/Media Relations

B. Fidelity to the Montessori Philosophy of Education in All Aspects of the School

To meet the goals of ensuring dedication and commitment to the School's Montessori Vision and Mission, the Director/Principal is expected to:

- 1) Ensure that the curriculum and instruction by all staff adheres to the Montessori Educational Philosophy
- 2) Ensure all Federal, Colorado, and Jefferson County standards are met using Montessori methods and curriculum

C. Fiscal Responsibility

In order to remain fiscally viable and maintain good credit for the future of the school, the Director/Principal must:

- 1) Responsibly appropriate the available resources to support maintaining the school's strong financial position
- 2) Work with the Board to develop a sustainability plan to ensure continued success of the school
- 3) Increase school enrollment and ensure a stable enrollment in the future

D. Educational Program Implementation

In order to achieve academic success, the Director/Principal must:

- 1) Develop and implement an assessment structure based upon criteria consistent with the Montessori philosophy
- 2) Review assessment data on a timely basis
- 3) Ensure implementation of the Montessori curriculum with fidelity
- 4) Supervise, evaluate and support classroom instruction
- 5) Support and monitor the enforcement of MPA's Policies

E. Leadership of Faculty and Staff

In order to be an effective leader, the Director/Principal must:

- 1) Communicate clear expectations and enforce those expectations
- 2) Design and Implement a fair and consistent evaluation process for all MPA employees
- 3) Develop and implement a program for staff professional development and certification/licensure
- 4) Maintain a professional collaborative relationship with faculty and staff

F. Operational Success

In order to achieve and maintain operational success, the Director/Principal must:

- 1) Oversee all office, financial, and facility functions
- 2) Administer policies and procedures
- 3) Ensure the safety of all students and employees at MPA
- 4) Work with the Board of Directors to ensure fidelity to and renewal of MPA's charter with Jefferson County Public School District, the school's authorizer.

APPLICATION AND HIRING PROCESS

General time line for search, screening, and final interview(s): Through October and thereafter as needed, applications will be received until the search committee has sufficient qualified and viable candidates to present to the Board of Directors for interview and hire. All applicants will be contacted regarding their respective status in this process. During this time period, a search committee comprised of parents, staff, and the Board of Directors will paper screen all applicants and decide if any applicant will receive a phone interview and/or have an in-person first interview. During September through October, first round interviews with Search Committee members will be conducted and the Board of Directors will conduct final interviews in November through December.

You must provide via email (MontessoriPeakssearchcommittee@gmail.com) the following as attachments:

- 1) Cover Letter addressed to MPA Board of Directors
- 2) Resume
- 3) Three Professional References (must include last supervisor) Note: If these is an issue with contacting your current supervisor/Board, please explain
- 4) Two Letters of Reference
- 5) Your response to the three questions noted below

All communication from you regarding this application process must come via montessoripeakssearchcommittee@gmail.com. You are welcome to contact Dr. Gary Stueven, Interim Director/Principal, at Gerald.stueven@jeffco.k12.co.us for questions regarding the responsibilities of this position and about the school.

ESSAY QUESTIONS

1. Please tell us what you know about MPA's past and present and how that would guide your leadership for MPA's future as the Director/Principal.
2. Please provide specific examples of your leadership experiences and skills that would demonstrate your ability to speak to and implement MPA's mission and vision.
3. Please describe what joys and challenges a PreK-6th grade educational program and setting would bring to you as MPA's Director/Principal?

Notice: Montessori Peaks Academy is an Equal Opportunity Employer