



JOB DESCRIPTION

Job Title	Montessori Principal
Department	Charter Schools
Reports To	CVMCS Governance Board/Superintendent
Classification	Administration
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Elementary Principal provides leadership and management to a 4K-5 Montessori charter elementary school with a primary focus on improving student achievement in keeping with the charter school mission and vision, while maintaining the health and safety of all students and staff. The Elementary Principal administers the elementary school according to the policies of the CVMCS Governance Board, School Board, and under the supervision of the Superintendent and the CVMCS Governance Board.

Essential Job Functions

- Ensures adherence to charter school laws and regulations
- Supervises the educational programs
- Develops building budget
- Plans for current and long-range programs
- Implements charter school's on-going strategic planning process
- Conducts staff meetings
- Develops professional development to support charter school's educational philosophy and improve student achievement
- Visits classrooms to observe teachers in action
- Supervises and evaluates staff using Wisconsin Educator Effectiveness System and/or District tools
- Acts as liaison with central office staff
- Coordinates and collaborates with CVMCS Governance Board
- Participates in district curriculum studies as appropriate
- Develops and participates in Montessori methods/curriculum development

- Supervises the upkeep and maintenance of building and equipment
- Counsels with students and parents
- Establishes effective relationships with families and the community
- Maintains healthy public relations with community
- Represents the school to parents, public officials, and other stakeholders
- Supervises school activity programs
- Cooperates with special services personnel in testing, counseling, referrals, and other student related activities
- Supervises student teachers in building
- Attends in-district and out-of-district meetings
- Participates in professional development programs
- Works cooperatively with social welfare agencies, law enforcement services, and health departments
- Recruits high quality Montessori staff
- Conducts interviews for instructional and non-instructional staff
- Works toward proficiency in the Principal domains of Wisconsin's Educator Effectiveness system
- Participates in state or national Charter School organizations
- Participates in state or national Montessori Organizations

Ancillary Job Functions

- Performs other related duties as assigned

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Elementary Principal Certification
- NCI certified or must obtain certifications as soon as practical after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years related experience, including previous administrative experience at the elementary level and three years of elementary teaching experience, preferably in a Montessori school
- Demonstrated commitment to and compatibility with Montessori beliefs and philosophy
- Experience in multi-age, elementary educational setting
- Master's degree in Education, Education Administration, or related field
- Montessori Certification

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to bring diverse cultural and ethnic perspectives to the school and District, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students
- Broad and current knowledge of elementary curriculum, instruction, and assessment practices
- Broad and current knowledge of Montessori curriculum, instruction, and methods
- Ability to facilitate small and large groups
- Effective verbal and written communication skills
- Knowledge of child development
- Ability to relate to parents and the general public
- Strong leadership ability and supervisory skills
- Ability to travel between District buildings as needed in compliance with the District driving policy

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to potentially hazardous bodily fluids
- Normal office environment and moderate noise levels

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment