



**JOB DESCRIPTION**

<b>Job Title</b>	Montessori Principal
<b>Department</b>	Charter Schools
<b>Reports To</b>	Superintendent
<b>Classification</b>	Administration
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	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 Montessori 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 Montessori 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.
- Approves all purchase requisitions and ensures effective execution of school budget.
- Collaborates with the leadership team to develop school improvement plans and to facilitate professional learning.
- Conducts staff meetings.
- Develops professional development to support charter school’s educational philosophy and improve student achievement
- Supervises and evaluates staff using Wisconsin Educator Effectiveness System and/or District tools.
- Collaborates with District Office Administrators.
- Coordinates and collaborates with CVMCS Governance Board.
- Participates in district curriculum studies as appropriate.
- Develops and participates in Montessori methods/curriculum development.
- Collaborates with Building Services Manager and Lead Custodian to prioritize buildings and grounds maintenance and improvement needs.
- Works in partnership with families and students.
- Maintains healthy public relations with community.

- Represents the school to parents, public officials, and the community.
- Supervises school activity programs.
- Works collaboratively with staff to monitor equity of student access to high quality programming and individualized supports as needed.
- Supervises student teachers in building.
- Attends in-district and out-of-district meetings.
- Works cooperatively with social welfare agencies, law enforcement services, and health departments.
- Applies school's vision, mission and school improvement priorities to recruitment and selection of staff.
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Works toward proficiency in the Principal domains of Wisconsin's Educator Effectiveness system.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.

#### **Ancillary Job Functions**

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Participates in state or national Montessori Organizations.
- Participates in state or national Charter School organizations.
- 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.

- Master's Degree in Educational Administration or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of five years of related experience in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful teaching.

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

- Previous administrative experience.
- Experience in a Montessori school.
- Montessori Certification.
- Bilingual/bicultural skills.

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

- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Broad and current knowledge of Montessori curriculum, instruction, and methods

- Ability to work effectively with students and student groups, staff, families, and the community.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to effectively plan, organize, and manage time.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure staff receive effective supervision and evaluation.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to learn and adapt quickly as situations change.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to travel to multiple District buildings and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

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

- General office/school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

**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.
- Frequently required to talk and listen.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.