



EXECUTIVE DIRECTOR JOB DESCRIPTION

Oak Hill Montessori Community School

Job Title: Executive Director

Reports To: Oak Hill Montessori Community School (OHMCS) Board of Directors

Directs & Supports the Work of: All School Personnel, Directly or Indirectly

Roles & Responsibilities

Montessori Pedagogy

- Promote awareness of and a love for Montessori education.
- Ensure continuity and authenticity of the pedagogy throughout all learning levels.

Student and Family Support

- Provide guidance and support to students and families by addressing concerns or issues as they arise.
- Maintain school behavior management policy in a consistent and respectful manner.

Academic Advising

- Evaluate OHMCS' educational programs against other standards of measurement to ensure quality and excellence.
- Collaborate and communicate effectively with caregivers and teachers in support of the child's development.

Team Leadership and Development

- Deliver supportive and empowering communication while building a sense of teamwork, collaboration, and a commitment to excellence.
- Act as a mentor and coach to all staff in providing guidance/support to address concerns or issues that may arise.
- Offer enriching professional development opportunities designed to meet the needs of both staff and faculty roles.
- Represent staff concerns and needs to the Board of Directors, as appropriate.
- Support recruiting, hiring, performance improvement, and termination processes



as outlined by OHMCS bylaws.

- Administer equitable systems of compensation and working conditions for all staff.
- Implement performance review cycle as developed by OHMCS' Teacher Evaluation Committee.

Advisor to the OHMCS Board of Directors

- Serve as a non-voting member on the Board of Directors in accordance with OHMCS bylaws.
- Partner with the Board of Directors to effectively create policy and evaluate school programs.
- Develop and follow a strategic plan in partnership with the Board of Directors.
- Apprise Board Chair of key decisions and updates regarding day-to-day school operations.

Strategic Vision

- In partnership with the OHMCS Board of Directors, shape, uphold, and share Oak Hill's mission, vision, standards, and core values.
- Provide leadership and strategic direction for the continued success of OHMCS.

Policy

- Responsible for implementing and managing the administrative and financial policies of the school as set forth by the Board of Directors.
- Ensure organizational compliance with all applicable laws and regulations, including all licensing and accreditation activities.

Financial Management

- Support the Board of Directors in stewarding OHMCS' fiscal policy to ensure prudent budgeting and financial management.
- Partner with school finance resources and Board Treasurer to achieve strategic financial goals and create a blueprint for fiscal responsibility.
- Safeguard the financial condition of OHMCS by ensuring all fiscal and contractual obligations are met.
- Demonstrate fiscal responsibility within a clearly prioritized school budget set in accordance with organizational strategies.



Community Engagement

- Act as the primary spokesperson for OHMCS.
- Build outstanding relationships with students and families.
- Lead collaborative initiatives with other educational institutions and associations, including the broader Montessori community.
- Enhance the educational experience of students by nurturing relationships with all members of the OHMCS community.
- Oversee the admissions process, helping to create a welcoming environment for new families.
- Support the efforts of the OHMCS Parent Association.

Required Qualifications:

- Minimum of a B.A. Degree
- 5 years administrative/teaching experience
- Ability to communicate effectively with a wide range of constituents

Preferred Qualifications:

- Montessori training is preferred and/or a willingness to complete a Montessori training program through Association Montessori International (AMI) or American Montessori Society (AMS)
- 5+ years of administrative experience and administrative license
- Experience in or knowledge of MDE & federal education laws

How To Apply:

Persons interested in applying should send an email to apply@ohmcs.org with the following application material attached:

- Cover Letter
- Resume
- Unofficial Transcripts
- Three Letters of Reference

Final candidates will be invited to interview with the OHMCS Board of Directors, OHMCS staff members, and OHMCS community members. Applicants are requested not to contact governing board members. OHMCS is an equal opportunity employer.

Applications due by August 23rd, 2024