



COBB SCHOOL MONTESSORI

WHO WE ARE

Celebrating its 50th anniversary, Cobb School Montessori is a private non-profit Montessori School located in beautiful Simsbury, Connecticut. The school has a campus of over 5 acres of land with two newly acquired houses with lots of room for growth. Cobb School Montessori is accredited by the Association Montessori Internationale and by the Connecticut Association of Independent Schools and serves over 180 students from 15 months through 12 years of age. Our school is financially stable with growing enrollment and strong development.

NATURE AND SCOPE OF JOB

We are looking for a visionary and passionate leader to join our exemplary faculty and staff and collaborative community who possesses a strong understanding of and commitment to Montessori pedagogy. Our ideal candidate would be trained in or have knowledge of Montessori pedagogy, school administrative experience, excellent communication skills, and fundraising and development experience.

The Head of School works closely with, and reports directly to, the Board of Trustees. The Head of School is responsible for all daily operations of the school, including the managing of all policies, regulations, and procedures that ensure all students are supervised in a safe Montessori learning environment which meets the approved curricula and mission of the school. The Head of School, working with the Board of Trustees, will ensure financial sustainability, and a long-term vision of the school, while staying true to the mission. The Head of School ensures proactive and appropriate communication with all constituencies and is able to assess risk appropriately. The Head of School must be visible and accessible to the school community.

JOB FUNCTIONS AND RESPONSIBILITIES

Leadership

- Support, provide oversight, monitor, and evaluate quality implementation of the AMI pedagogy, curriculum, and programs.
- Manage personnel issues, including hiring, termination, and retention of staff.
- Responsible for training and annual evaluations of staff. Supervise and support staff through classroom observations, and regularly scheduled team meetings and individual meetings.
- Evaluate training needs and professional development.
- Cultivate effective relationships with all constituents of the school.
- Support and mentor staff to create a culture which attracts, keeps, and motivates a diverse and top-quality staff.
- Represent the school and community and professional events.

Governance

- A member of the Board of Trustees, as an ex officio non-voting Trustee.
- An ex officio member of each Board of Trustees Sub Committee
- Responsible for providing the Board of Trustees and the Committees with up to date and accurate reports.
- Working in conjunction with the Board to create a culture of trust and respect.
- Ensures governance best practices, set forth by CAIS and NAIS.

Management

- Execute efficient management of the school regarding educational philosophy and fiscal responsibility.
- Ensure compliance with requirements of regulatory and accrediting bodies and pursue the highest level of AMI educational standards.
- Ensure compliance by maintaining standards set by CAIS. Manage and ensure the readiness of the full accreditation process, as well as for the two-year and five-year accreditation checks.
- Develop, update, and implement all policies and procedures including parent handbook and personnel handbook.
- Effectively assess and mitigate risks that could impact the school.
- Oversee proper maintenance and updates of all school files, including student records and student medical records.
- Manage the planning process for long term and short term improvements to the school.
- Oversee, guide, and support the Administrative Team- Business Manager, Director of Admissions, Director of Development and Advancement, Director of Communications by ensuring all admin activity is mission driven and working in goal with the operating budget.

Finance

- Working with the Business Manager to prepare and present the annual operating budget to the Board of Trustees.
- Present current financial reports for Board of Trustees meetings and Finance Committee meetings.
- Support the Business Manager in administering and managing the approved annual budget.
- Work with the Business Manager and the Admissions Director to implement the Board approved Financial Aid Policy.

Development and Marketing

- Work directly with the Director of Development and Advancement to plan, manage, develop, cultivate, and secure the school meets its operational and budget goals.
- Work with the Director of Development and Advancement to identify and foster relationships with major donors.
- Plan open houses and other events that reach out to the greater community.
- Ensure regular communication with parents and school community through the website, newsletters, notifications, community events, and small gatherings.

- Ensure that all printed and digital marketing materials are current and clearly represent the school's mission.
- Represent the school in media events, school events, and interviews.
- Continue to grow the parent education program, addressing the current concerns of parents.
- Conduct outreach to raise awareness of Cobb School Montessori.

Facility Management

- Work with the Business Manager and the Facility's Manager to monitor physical needs, including plans for upkeep, maintenance, improvements, and development.
- Work with the Business Manager and the Facility's Manager to attend to any property or building issues in a timely and cost-effective manner.
- Utilize budgeting process to facilitate appropriate maintenance and development.
- Work with the Business Manager to maintain and develop technology at the school, including computers, software, security system, emergency alert system, printers, telephones, and network.

What We Offer

- Competitive Salary range of \$170 - \$200k commensurate with experience
- Opportunities for bonuses
- Professional Development
- Medical Benefits
- Paid Time off and Holidays
- Tuition Discount
- Additional Negotiable benefits

Application Deadline

January 1, 2024 or until filled. We encourage applications after this deadline, but first consideration will be given to those who apply before.

Please submit a resume and a cover letter for full consideration.

HOS.Search@cobbschool.com