



**Public Montessori Charter School Principal, High Desert
Montessori School**

Reno, Nevada, United States

High Desert Montessori School is a dynamic school located in Reno, Nevada. We are a public Montessori Charter school that serves 427 students from toddlers to eighth grade. We have a strong team of 46 committed staff members. We are looking for a Principal to lead our school beginning the 2018/2019 school year.

Reno hosts over 100 festivals a year and is rich in culture and events. Less than an hour from Lake Tahoe and just minutes from the Sierra Nevada Mountains, Reno offers easy access to a variety of sporting and outdoor activities and some of the most spectacular landscapes in the west.

We offer an excellent benefits package, which includes medical, dental, vision and life insurance and membership in the Nevada Public Employees Retirement System. We offer a very competitive starting salary. Please visit our website for more information and a complete job description at hdmsreno.com

Please send resumes by 3/26/18 to:

boardchair@hdmsreno.com

Terry Fowler, Board Chair High Desert Montessori School



PRINCIPAL (*Certified Administrator*)

SUMMARY DESCRIPTION

Under general direction from the Board of Directors of High Desert Montessori School (HDMS), the Nevada licensed, certified administrator for this position serves as the instructional leader and chief administrative officer of a Montessori preschool and charter elementary and middle school, performing related work as required for the number of days contracted over the school fiscal year.

DISTINGUISHING CHARACTERISTICS

This position fulfills the role of full-time Principal, including other management functions described herein. This position reports to the HDMS Board of Directors.

EXEMPLARY RESPONSIBILITIES/DUTIES

Implements and maintains the vision and mission of the school. Supports and follows all contents of the HDMS Charter which is approved and sponsored by Washoe County School District. Exercises vision and provides leadership that appropriately involves staff, parents, students, and the community in the identification and accomplishment of High Desert Montessori School's mission; recognizes the individual needs of all staff and students, including those who are at risk because of diverse cultures, backgrounds or abilities; applies effective human relations skills, encourages and develops the leadership of others within the Professional Learning Community (PLC); analyzes relevant information, makes decisions, delegates responsibility, and provides appropriate support and follow-up; identifies and creatively coordinates the use of available human, material, and financial resources to achieve the school's mission and goals; bonds the school community through shared values and beliefs; initiates and manages constructive change; advances the profession through participation as a member of local, state, and national professional groups.

Advocates and serves as spokesperson for the school to all stakeholders. Articulates school vision, Montessori philosophy and policy persuasively, effectively defends decisions, explains innovations, and behaves in ways that are congruent with these foundations and decisions; demonstrates skills in nonverbal communication and impact of personal image to communicate a positive image of the school; exemplifies the behavior expected of others, keeps communication flowing to and from the school; communicates effectively with the various constituencies within the HDMS community.

Involves the PLC, staff, parents, students and the community in setting goals; in collaboration with staff, parents and students, identifies the decision-making procedures the school will follow; applies the process of consensus-building both as a leader and as a member of the group; supports growth and expansion as directed by objectives of HDMS.

Demonstrates knowledge of Montessori curriculum materials and their relationship to program goals and objective; encourages students and staff to participate in co-curriculum activities that enhance and complement what is learned in the classroom.

Regularly assesses the teaching methods and strategies being used and ensures that they are appropriate to Montessori philosophy, varied and effective; applies principles of teaching and learning for both children and adults; articulates effective classroom management and planning processes.

Sets high expectations for students, PLC, staff, parents, and self; helps teachers understand and apply Montessori teaching style to complement the varied learning styles of students; encourages students and staff

alike to set high personal goals and offers encouragement and support in the achievement of those goals; involves others in designing staff development programs that match the goals of the school with the needs of the participants; encourages staff participation in professional development activities; engages in continuing personal and professional development.

Uses Montessori techniques and strategies to assess student performance, individual staff and personal performance, progress toward the achievement of curriculum goals, and the effectiveness of the overall instructional program; fosters constructive suggestions from students, staff, parents, and the community for improving the school's program; applies effective observation and conferencing skills; inspires teachers at all levels of skill and experience to acquire new competencies and experiences; demonstrates a level of human relations skills which assures that the evaluation process will be collaboratively helpful; develops professional growth plans to improve teaching and administrative performance.

Able to demonstrate skills in planning, organizing, assigning and coordinating the activities of a professional and support staff; presenting ideas effectively, verbally and in writing; dealing constructively with conflict and developing consensus; selecting, supervising and evaluating subordinates; dealing effectively with people within the community; team building; establishing and maintaining effective working relationships with those contacted in the course of work; working with students; staff supervision and administration. Demonstrating computer literacy: including, but not restricted to, proficiency in software that includes, but is not limited to, Infinite Campus and Google, Word, Excel, Powerpoint.

Uses collaborative strategic planning to help identify and accomplish the HDMS mission, goals and objectives; recruits, selects, assigns, and organizes staff in such a way as to assure the greatest potential for the accomplishment of High Desert Montessori School's mission; facilitates the identification, training, and monitoring of the staff to insure effective support in accomplishing the strategic plan of the HDMS; attracts volunteers and provides them effective training and meaningful assignments; provides a safe, orderly climate for learning; assists in the operation and maintenance of the physical plant.

Applies understanding of the school budget and its specific implications for the school; involves staff and representative members of the community in the development of school budget priorities, based upon the mission and strategic plan of HDMS and its Board of Directors.

Complies with state and federal laws and maintains ethical interactions with students and employees. Reports student performance to students, parents, teachers and other leaders. Maintains awareness of and is subject to appropriate laws of the State of Nevada, the regulations of the Nevada Department of Education, Washoe County School District and the policies set forth by High Desert Montessori School.

ADDITIONAL DUTIES:

- Is responsible for maintaining all parts of the HDMS Charter which is sponsored by Washoe County School District
- Is responsible and oversees all parts of the WCSD Performance Audit which includes 56 areas of compliance annually
- Is responsible for narrating and submitting the annual School Performance Plan and Accountability Report
- Is responsible for and oversees maintenance of Social Services requirements for early childhood programs
- Oversees all financial decisions including ensuring the school maintains a balanced budget yearly
- Creates and distributes the school and master calendar
- Oversees employee hiring processes in coordination with human resources
- Oversees and coordinates facilities and operations with facilities coordinator
- Oversees all professional development through coordination and facilitation
- Oversees and reviews annually the contents of the Employee and Parent Handbooks

- Oversees and coordinates professional development opportunities for staff including Montessori professional development and certification
- Oversees and submits the HDMS School Safety Plan and Progressive Discipline Plan
- Is responsible for handling student discipline issues including cases of Bullying in accordance with current guidelines
- Working in partnership with parents to benefit students
- Oversees the teacher and staff evaluations in accordance with current NRS guidelines focusing on the classroom environment, lesson planning and preparation, instruction and professional responsibilities
- Oversees test coordination; assigning roles and responsibilities to a test coordinator for MAP and state testing.
- Oversees the RTI/MTSS process in accordance with current laws
- Oversees Professional Learning Communities (PLC) process
- Oversees the student enrollment process in accordance with the HDMS Charter and Nevada Charter School laws
- Oversees Special Education, 504 and Child Find processes including LEA representative
- Oversees student attendance and academic warnings in coordination with the academic and enrollment secretary
- Manage cases of child abuse, sexual abuse and child neglect cases with Washoe County Social Services
- Liaison with the Nurse for screenings: hearing, vision, scoliosis, health checks, and immunizations, and any that shall be added by regulatory agencies
- Attends monthly Board meetings, and as required, other public meetings as support staff, such as Safety, PTO, Finance.
- Monitors and assists with implementing and enforcing school technology policies
- Assists in the arrival of students at the Kiss and Drop
- Completes playground inspections on 5th and 20th of each month
- Monitoring of Fire Drills, Earthquake Drills, Code Yellow, Red and Blue situations
- Facilitates presentations for new parent seminars, back to school nights and school events
- Oversees Foster Grandparent program in coordination with Seniors in Services and other community partners as needed
- Oversees and coordinates school expansion projects including a Capital Campaign
- Oversees year round programming

EMPLOYMENT STANDARDS, LICENSES, CERTIFICATES and EXPERIENCE

Credentials and Experience:

- Association of Montessori Internationale (AMI) or American Montessori Society (AMS) certification in Montessori education; **Highly preferred**
- Experience as an effective member of a governing board and/or experience in a leadership position that is responsible to a governing board; **Highly preferred**
- Possession of, or ability to obtain a Nevada School Administration license in accordance with NAC 391.170; **Required**
- Possession of, or ability to obtain a current Nevada teaching license without provisions; **Required**
- Hold a master's degree; **Required**
- Have a minimum of five (5) years teaching experience; **Required**
- Have a minimum of two (2) years of leadership at the school site level; **Required**
- Satisfactory evaluations in the last three (3) years; **Required**
- Evidence of effective communication skills with community, staff and parents; **Required**
- Possession of, or ability to obtain, a valid State of Nevada drivers' license with a clean driving record; **Required**
- Ability to maintain a clear FBI background and fingerprint check; **Required**

Knowledge of: Montessori instructional techniques and curricular concepts, Nevada Academic Content Standards; Next Generation Science Standards, the vertical structure of the course of study and understand

the importance of articulation in these areas including primary, lower elementary, upper elementary, early adolescent and adolescent youth; the Montessori philosophy of education; principles of charter school goals and practices of school administration, including school finances, teaching methods and techniques, evaluations, and program development, accountability for applicable federal, state and local laws, regulations, ordinances and policies; familiar with NWEA, CRT and Smarter Balanced testing procedures and regulations, or others as may be applicable; human resources development; school law, progressive discipline; conflict resolution; public relations; principles of effective management, staff supervision and administration; writing, implementation and compliance reporting for grants.

Compensation: Salary based on the WCSD Administrators Salary Scale (\$85,000-\$110,000; 221 day contract)

Current School Information : Student enrollment 427; toddlers-9th grade, 46 staff members and 6 independent contractors, 3 buildings, Website hdmsreno.com

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE REQUIRED BY THE BOARD OF DIRECTORS OF HDMS, an equal opportunity employer that complies with Federal law and policy; this institution will not discriminate on the basis of race, color, national origin, sex, religion, age, or disability.

When this position is open the announcement will also post to the website hdmsreno.com

HIGH DESERT MONTESSORI SCHOOL

2590 Orovada Street
Reno, NV 89512

(775)624-2800
(775)624-2801 fax



Certified Administrator Employment Application

APPLICANT INFORMATION				
Last Name		First	M.I.	Date
Street Address				Apt./Unit #
City		State	Zip	
Phone			E-mail Address	
Date Available			Desired Salary	
Position Applied for				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?
				YES <input type="checkbox"/>
				NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
EDUCATION				
Name of College (2nd Advanced Degree)			Location	
From	To	Did you graduate?	Degree	
Name of College (1st Advanced Degree)			Location	
From	To	Did you graduate?	Degree	
Name of Montessori Training Center or College			Location	
From	To	Did you graduate?	AMI or AMS	Degree/Credential
Name of College (Bachelors)			Location	
From	To	Did you graduate?	Degree	
High School			Location	
From	To	Did you graduate?	Degree	
LICENSES				
School Administrator License #		State of Licensure	Provisions?	
If you do not currently hold a Nevada School Administrator License do you qualify to obtain one? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Teaching License #		State of Licensure	Provisions?	
Driver License #		State of Licensure	Attached Clean Driving Record	

HIGH DESERT MONTESSORI SCHOOL

Certified Administrator Employment Application (page 2 of 3)

PREVIOUS EMPLOYMENT (BEGIN WITH MOST RECENT)			
Total number of years leadership at the school site level.		Total number of years teaching	
School District		School	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			Phone
School District		School	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			Phone
School District		School	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			Phone
School District		School	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			Phone

HIGH DESERT MONTESSORI SCHOOL

Certified Administrator Employment Application (page 3 of 3)

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

Prior Military Service

Additional experience as a member of a governing board/or experience in a leadership experience that is responsible to a governing board:

Please attach your evaluations from the last three years. Attached? YES NO

Please attach evidence of effective communication skills with community, staff and parents. Attached? YES NO

PROFESSIONAL REFERENCES

Full Name	Relationship
Company	Phone
Address	

Full Name	Relationship
Company	Phone
Address	

Full Name	Relationship
Company	Phone
Address	

DISCLAIMER AND SIGNATURE

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the company to afford equal opportunity to all employees and applicants without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to offer equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by Federal, State or Local law.

If hired, I agree to abide by all of the school rules and regulations and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the school or me.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied.

Signature	Date
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