



## PRINCIPAL (*Certified Administrator*)

### SUMMARY DESCRIPTION

Under the general direction of the Board of Directors of High Desert Montessori School (HDMS), the Nevada licensed certified administrator for this position serves as the instructional leader of a private Montessori preschool and charter Montessori elementary and middle school (3 years through 8th grade), 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 and works in collaboration with the school's Executive Director.**

### HDMS ADMINISTRATIVE ROLES DEFINED

The **Executive Director** is in charge of WCSD and Nevada Department of Education communication and compliance, strategic planning, finances, campus facilities, operations, human resources, report filing, audits, enrollment, fundraising, capital campaigns, community outreach, and general governing of all school systems. (*Operations and compliance*)

The **Principal** is an administrator who works with the Executive Director. The principal oversees curriculum and instruction, teacher hiring, teacher performance evaluations, teacher professional development, teaching assistant support and performance, student conduct, attendance, behavior, MTSS, and level 2 disciplinary and parent concerns. (*Curriculum and Instruction*)

The **Dean of Students** works directly with the Principal by supporting teachers, students, and parents. The Dean oversees level 1 student discipline and parent concerns as well as school and state testing requirements. This position reports directly to the school principal.

### 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 objectives; 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, teachers, 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, Google Products (Sheets, Docs, Drive, Slides, Classroom) and Microsoft Products (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 with 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 RESPONSIBILITIES**

- Supports Montessori pedagogy, curriculum, and instruction
- Works in collaboration with the Executive Director
- Direct supervisor for the Dean of Students
- Responsible for narrating and submitting the annual School Performance Plan (SPP) and Accountability Report
- Oversees the annual WCSD Curriculum Audit
- Oversees and coordinates professional development opportunities for staff including Montessori professional development and certification
- Supports 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
- Works in partnership with parents to benefit students
- Conducts teacher evaluations focusing on Montessori elements while complying with NRS requirements
- Oversees the teaching assistant evaluation process
- Supports teaching assistants through ongoing professional development
- Oversees test coordination; assigning roles and responsibilities to a test coordinator for MAP and state testing.
- Oversees the RTI/MTSS/Read By 3 process in accordance with current laws
- Oversees Professional Learning Communities (PLC) process
- 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
- Attends monthly Board meetings, and as required, other public meetings as support staff, such as Safety, PTO, Finance.
- Facilitates presentations for new parent seminars, back to school nights and school events

### **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 420; Primary-8th grade, 48 staff members and 6 independent contractors, 3 buildings, Website: [www.hdmsreno.com](http://www.hdmsreno.com), Facebook: @hdmsrenoschool

**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](http://hdmsreno.com)