

Head of School Job Description

Responsibilities:

Staff and Student Development:

- Maintain professional relationships with staff while cultivating a workplace culture that thrives on collaboration and community.
- Support student progress and participation through classroom observations, coordination of extracurricular programming and review of attendance records and progress reports.
- Foster student success through utilizing a variety of methods that focus on relationship building and student engagement within the school community.
- Collaborate with teachers on instructional approaches that integrate the Reggio Emilia approach and support student-centered learning and emergent curriculum practices.
- Recruit new staff as student enrollment grows and collaborate with current staff on the onboarding process of newly hired staff.
- Research and share personalized professional development opportunities with staff to help strengthen their passion and grow their knowledge in ways that are relevant to their role within the school community.

Administrative/Financial:

- Ensure school rules and policies are objectively and consistently implemented with integrity.
- Ensure HR practices are compliant with state and federal regulations.
- Ensure adherence to ND DPI regulations and policies along with submission of mandatory reports and paperwork.
- Foster implementation of board's goals, school's mission, and policies. Provide administrative support for Board of Directors. Prep regular board meetings. Delegate and implement board directives.
- Ensure financial stability through proper budget management.
- Continue to present a positive public image and actively foster support in the community through donor support.
- Increase school revenue through recruitment and enrollment, grants, fundraising and cultivating relationships with potential donors.
- Maintain positive relationships with parents, students, teachers, and other stakeholders.

- Maintain community outreach, including speaking engagements and tours for prospective families.

Candidate Qualifications:

- A bachelor's or master's degree preferred. Relevant license and certification may be required.
- Extensive leading, teaching, business management or administrative experience desired.
- Quick and active learner with various software programs.
- Ability to learn, unlearn, and relearn and share and communicate this process with your team.
- Willingness to speak with intention and listen with attention, holding space for and connecting deeply with all stakeholders, including students.
- Excellent leadership, organizational, management, and communication skills.
- Strong problem-solving and analytical skills, as well as the ability to remain professional.
- A willingness to commit to fundraisers, school functions and community outreach events outside of school hours.