



POSITION: Head of School
REPORTS TO: Board of Directors
Location: Oakland, CA
Website: www.urbanmontessori.org

[Urban Montessori Charter School](http://www.urbanmontessori.org) (UMCS) is seeking a new Head of School (HoS) with a vision for success as we enter our next phase of evolution and growth. UMCS is the only public Montessori charter school in Oakland and serves a diverse student population reflective of the city. With a waiting list of over 100 potential students, UMCS enrolled 450 TK-7th students in 2017-2018, and is growing through 8th grade in 2018-2019. Our new HoS will have demonstrated passion and experience for teaching and working with students and a school community that explicitly works to be culturally, racially, ethnically, and socio-economically inclusive. The HoS will direct and collaborate with a strong team of leaders and educators, as well as work in partnership with engaged families, to continue building an educational community that not only enrolls, but truly serves all students. A successful candidate will be a passionate Montessorian, life-long learner with high ethical professional standards, commitment to social justice, and have a healthy sense of humor. This position reports to the Urban Montessori Board of Directors.

Urban Montessori Charter School came about because East Bay educators and parents desired to have a truly child-centered, research-aligned educational model be available to the public. UMCS aims to bring Dr. Montessori's methods and pedagogy into a 21st century urban learning environment that focuses on respect for child-centered inquiry, innovation, and mastery of both skills and knowledge. The mission of Urban Montessori includes developing self-directed and engaged learners who are academically, socially and emotionally prepared to succeed in any high school. With authorization from the Alameda County Board of Education, UMCS opened its doors in the Fall of 2012, was unanimously renewed in 2017 and will come up for renewal again in the 2021-2022 school year.

APPLICATION PROCESS

All interested applicants should submit:

- a one page cover letter that specifically addresses your qualifications and qualities as described above
- Curriculum vitae/resume
- Responses to the following prompts and questions
 1. Describe an instance in your life when, as a leader, you have built trust with someone or a group that did not trust you. Describe an instance in your life as a leader when you lost someone's, or a group's, trust and what you learned from that experience.
 2. Describe the tensions, dynamics, and/or opportunities that might come up in a public Montessori, Arts Integration, Design Thinking school. As HoS, how might you tackle obstacles, difficulties, opportunities, and lead the school forward?
 3. Describe your leadership and coaching style in terms of working with staff, teachers, and volunteer parents.
 4. List any questions you might have for the Search Committee about this role or UMCS.
 5. Which areas below do you consider your weakest and how might you address those growth areas?

Please email the above to employment@urbanmontessori.org with "Head of School" as part of the subject.



Please contact Greg Klein, Board Chair, at greg@urbanmontessori.org, with questions about this job description, or about applying.

Applicants will be contacted immediately upon receipt of their application regarding the final review and interview processes. For candidates moving further along in the process, we will request the contact information for three references. Thank you for your interest in this position.

RESPONSIBILITIES

The Head of School will be responsible for setting the strategy and priorities for moving the school closer to achieving the vision and mission. Specifically, the Head of School will be responsible for leading in the following areas and helping UMCS achieve the following outcomes:

School Culture and Climate

- Understand, promote, and support the mission, vision, and guiding principles of Urban Montessori.
- Model a growth mindset to strengthen an inclusive, collaborative and trusting environment for staff in which people can grow and improve.
- Champion a school environment that seeks to bring about social justice and educational equity through its philosophy, teaching and learning, and school community interactions.
- Demonstrate excitement about learning and about engaging children in learning.
- Create and promote a school environment that values getting to know each student individually and holding high expectations for each.

Student Growth and Success

- In collaboration with the administrative team and teacher leaders, provide educational leadership to staff, setting clear expectations for student success, adapting best practices to Urban Montessori's needs, and modeling effective teaching.
- Establish expectations around culturally reflective and competent pedagogy and practices.
- With the Board, set clear goals for student growth and outcomes aligned to the California Dashboard. Develop and articulate strategies, work plans, and tools to achieve those goals, and monitor progress.
- In partnership with the Board of Directors, create and implement the school's Local Control and Accountability Plan (LCAP).

Staff Hiring and Engagement

- Build and maintain a staff culture that understands, supports and promotes Urban Montessori's mission, vision, and guiding principles.
- Leverage the strengths of each individual and recognize the unique perspectives that each brings to the school.
- Support the Director of Instruction to maintain a comprehensive and thoughtful coaching and evaluation process, and other professional development, to understand the strengths and needs of staff members and continually work to help all staff reach goals and improve their performance.
- Oversee recruiting, screening and hiring processes that attracts a diverse candidate pool and utilizes anti-bias mechanisms.

Community Engagement

- Ensure existence of effective and frequent communications systems across all stakeholders.
- Seek input from all stakeholders on school program and performance through formal and informal structures in order to make positive changes over time while maintaining program continuity and



comprehensiveness.

- Be available to parents on a regular basis. Keep parents informed of and involved in policy changes at the school. Inspire parent support and cooperation and enlist their efforts to sustain strong school structures.

Finance and Operational Management

- Develop and manage the Board-approved budget in accordance with generally accepted accounting principles.
- Oversee all operational and financial aspects of the school, including outreach, marketing and admissions, and establish and maintain efficient and effective systems and procedures.

QUALIFICATIONS

A strong candidate will bring the following experiences and skills:

- ***Montessori and Teaching***
 - Extensive experience with and deep understanding of Montessori methods and philosophy, with a strong understanding of child and adolescent development.
 - Ability to build immediate and loving rapport with children of all ages.
 - Minimum 5 years successful Montessori classroom teaching experience and a Montessori administrative credential.
 - Knowledge of and experience with Special Education laws and processes, experience designing inclusive learning environments, and has a track record of enrolling and retaining students with disabilities.
 - Understanding of State Content Standards and how to map curriculum to those standards.
- ***Leadership and Team Building***
 - Demonstrated success in creating and delivering team-building strategies.
 - Previous experience in a senior leadership role for at least two years per position held, leading direct and indirect reports on teams of at least 15 people.
 - Track record of developing team members to roles of increasing responsibility through mentorship and effective coaching.
- ***Community Engagement***
 - Ability to communicate across difference (racial, ethnic, socioeconomic, religious beliefs, etc.)
 - Ability to model, coach and develop staff on principles and practices of cultural competence and social justice in teaching and school culture.
 - Ability to learn and engage in the larger education dynamics in the city of Oakland and understand local, state and national policy and legal shifts that may impact the school.
- ***Operational and Financial Management***
 - Experience creating and managing a \$5M budget to achieve stated priorities and outcomes.
 - Experience fundraising.
 - Experience managing a growing organization, specifically related to building and inspiring a strong professional culture, strategically aligning and securing resources, creating and implementing accountability systems, managing transitions.
- ***Professional***
 - Excellent communication, presentation and interpersonal skills with demonstrated ability to speak and write clearly and persuasively.
 - Excellent organization, time management and follow-up skills as demonstrated by either a portfolio of implemented strategies or other concrete artifacts that illustrate the presence of these skills.



- Demonstrated experience using data and data inquiry processes to effectively inform instruction and decision-making.
- Computer literacy and comfort with acquiring new technology skills.
- Ability to problem-solve and manage changes and shifts that may arise unexpectedly and effectively communicate those changes to community members, as needed.
- Doctoral degree (EdD) or Master's degree (MA or MS) preferably in Education or California administrative credential.

Other skills and experiences that would be interesting for a candidate to have:

- Experience working in both traditional and innovative school environments.
- Experience and/or training in arts integration, and/or design thinking and ability to align multiple approaches and best practices into a cohesive and powerful instructional program.
- Experience building a continuum of instruction, and coaching teachers along that continuum, effectively engaging teachers as professionals in their own development.
- Working knowledge of Spanish, Mandarin, Vietnamese, or Tagalog.

EQUAL EMPLOYMENT OPPORTUNITY

UMCS is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race/ethnicity, color, religion, including religious dress and grooming practices, creed, gender, national origin, ancestry, age, sexual orientation, marital status, parental status, pregnancy or perceived pregnancy, childbirth or related conditions, including breastfeeding, sex, gender, gender identity/expression, military service, veteran status, genetic information, or any other characteristic or condition protected by applicable law. Also in accordance with applicable law, the School prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era. The School will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, UMCS prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of the School.