



Pacific Crest School

SUMMARY LISTING

The Pacific Crest School is seeking to hire a Head of School, effective Summer of 2016. The Head of School will lead an experienced faculty and dedicated community in the refinement of their efforts to implement Montessori principles in their classroom and home environments, as well as manage daily operations and provide strategic guidance. Located in Seattle with a rural campus on Vashon Island, Pacific Crest was founded in 1985. The school serves over 200 students with primary, elementary and adolescent programs.

For more information on the school, please visit pacificcrest.org. To apply, please send your resume and a letter of interest, including your personal education philosophy, to search@pacificcrest.org.

Pacific Crest's Mission

- We ardently create a learning environment that supports children in the development of independence, self discipline and joy, following the principles of Montessori education.
- We work as a community with children, parents, staff to provide each child with opportunities to reach maximum human potential.
- We help prepare students not only for high school but for life — to extend their work to the wider community and to the land.
- We encourage our students to develop a sense of their own personal vision and confidence in their ability to make the world a better place.

Pacific Crest's Vision

Our vision is to provide an exemplary Montessori program — bringing the principles of Dr. Maria Montessori to the education of children, to help them attain their full potential in our society. We provide a unified program that merges our urban and rural campuses in support of our vision.

Position Summary & Responsibilities

A successful candidate for the Head of School will engage and inspire students, families, and staff. S/he will lead the school by managing daily operations and providing strategic guidance.

In collaboration with the school's leadership committee and AMI-trained teachers, the head of school is expected to meet the following key areas of responsibility:

- Leadership
 - Supports and promotes Montessori philosophy and pedagogy

- Ensures that educational programs remain consistent with the mission of the school and Montessori pedagogy
 - Inspires and motivates teachers and staff to perform at the highest level
 - Ensures the needs of the students are met, including readiness for elementary and secondary schools
 - Remains abreast of developments and considerations in the larger educational field
- Operations
 - Develops, maintains, and refines a physical, financial, and operational infrastructure to support the smooth and sustainable day-to-day operations of the school
 - Ensures compliance with requirements of regulatory and accrediting agencies
 - Recruits and selects teaching and non-teaching staff for both urban and rural campuses to appropriately support student programs
 - Develops and maintains all personnel policies, including performance evaluations, compensation reviews, mentoring, discipline, staff relations, training and professional development
- Community Relations & Communication
 - Builds an inclusive, welcoming community
 - Develops and oversees an effective, constituent-based communication policy
 - Encourages meaningful fund-raising participation and volunteerism from all constituents
 - Represents the school to the public
- Programs
 - Leads and administers student programs and services, ensuring that the curriculum follows Montessori pedagogy and values, is developmentally appropriate, has continuity and prepares students academically, socially, and emotionally
- Admissions
 - Oversees admissions program
 - Develops and recommends enrollment objectives
 - Establishes standards for student acceptances and dismissals
 - Recommends tuition assistance program and goals to the board
- Environment & Management of Facilities
 - Ensures a safe, well maintained school environment in compliance with all applicable federal, state and local regulations
- Finances & Fundraising
 - Recommends annual budget to the board, including tuition and staff salaries
 - Manages spending in accordance with the approved budget

- Communicates financial results to school community through an annual report
- Works with the board to establish fund raising needs and plans
- Board Relations
 - Advises and supports the board in developing strategic plans and communicating with the broader community.
 - Attends all regularly scheduled and special board meetings

Qualifications

- Demonstrated success at a school leadership level, including a track record of successful financial and operations management
- Proven ability to build positive, productive, and sustainable relationships with staff, students, parents, and board members
- Demonstrated effectiveness as a communicator in writing and in speaking
- Collaborative and mentoring leadership style
- Knowledge of child development theory
- Demonstrated successes in fundraising
- Passion to help refine, support and advance the mission and vision of the school
- AMI training strongly preferred
- Montessori teaching experience preferred

Equal Employment Opportunity (EEO)

Pacific Crest School is an equal opportunity employer that believes in promoting a diverse workplace in order to create a working environment in which all employees are provided with equal employment opportunities. Pacific Crest School will not discriminate against qualified applicants or employees with respect to any term or condition of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, disability, genetic information, marital status, veteran status, or any other characteristic protected by federal, state or local laws. Pacific Crest School's compliance with equal employment opportunity laws applies to hiring, placement, upgrading, transfer, promotion, demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and selection for training, layoff or termination.