



Transition Director, Bright Water Montessori Schools

Bright Water Montessori Schools, a free public K-6 charter school and an affiliated preschool program serving children beginning at 16 months of age, seek a Transition Director to help manage the schools through a leadership transition over the next 6-18 months.

Bright Water provides an excellent and equitable Montessori education in North Minneapolis to an intentionally diverse community of students. Our students will develop the character strengths, social and emotional skills, creativity, passion for learning and college preparatory academic capabilities that will enable them to lead lives of joy and purpose.

Founded in 2004, Bright Water Montessori Schools have grown consistently over the last 13 years and now serve more than 200 children from all over Minneapolis and the surrounding suburbs.

Bright Water's current Head of School, Ann Johnson, will be retiring at the end of the 2016-2017 school year. The school is launching a search for a new head of school to start in either the fall of 2017 or 2018, and seeks to hire a Transition Director to work alongside the current Head of School for the next 3 months and to assume the position of Interim Head of School at that point, until a new permanent Head of School is identified.

The ideal candidate will share [Bright Water's values](#) including a respect for Montessori education and a commitment to serving children in the North Minneapolis community, bring deep experience in charter school operations and charter school administration, and have the energy and enthusiasm and interpersonal skills necessary to help shepherd our school through this moment of transition.

Job responsibilities will include:

- Establishing strong relationships with staff and families and supporting the community during the transition period; communicating clearly throughout the transition period
- Supporting and retaining staff to ensure talented and diverse people for all roles; recruiting new staff for open positions
- In partnership with the leadership team, planning and executing professional development and setting the school year/week/day calendar in preparation for the 2017-2018 school year
- Overseeing the merger of the preschool into the charter school during the summer 2017

- Hiring a Director of Operations and helping them address current operational challenges; oversee food service, transportation, technology, record keeping, state and federal reporting, office management, facilities management, finance and human resources
- Ensuring compliance in all areas of the school - with relevant laws, regulations, authorizer expectations and board policies
- Championing racial, social, economic and gender equity at Bright Water
- Keeping the board informed, including through the preparation of necessary materials for board meetings such as financial dashboards, enrollment dashboards, management reports, academic updates, and general updates on progress
- Leading the effort to upgrade/expand our facility, including supporting the committee to develop short- and long-term plans; maintaining a positive working relationship with our landlord, Our Lady of Victory; and coordinating necessary financing

Salary will be commensurate with experience.

For more information, or to submit a cover letter, resume, and salary requirements, email search@brightwatermontessori.org

Bright Water is an Equal Opportunity Employer
www.brightwatermontessori.org