



Head of School

The School: Bright Water is a combined early childhood program and charter school serving children ages 16 months through 6th grade. Bright Water provides an excellent and equitable Montessori education in North Minneapolis to an intentionally diverse community of students. The Bright Water community is comprised of a diverse and talented faculty and staff, an extraordinary group of families and volunteers, and a growing community of alumni, community champions and supporters. It is one of three public Montessori schools in Minneapolis and among the most racially and economically diverse in the state.

The Opportunity: Bright Water is a strong institution with a promising future that sits at an important moment in its history. Last summer, we developed a new strategic plan, setting bold goals for delivering excellent and equitable educational opportunities to more children, integrating the preschool and elementary school together as “One Bright Water” and charting the expansion of our early childhood and upper elementary programs and the launch a middle school, and developing our long-term facilities plan. Our new Head of School will have the opportunity to guide our community through these important moments and shape our school for years to come. We are opening to hiring a new leader now to allow for a transition period, and we are also open to someone who can start for the fall of 2017 or the fall of 2018, in which case we would name an interim director.

The Candidate: The right person relishes the chance to utilize their leadership and management skills to tackle systemic challenges and build creative solutions. She is an amazing leader of staff and families, an excellent communicator, and builds strong networks across our diverse communities. She is a deep believer in the Montessori method and a passionate driver of equity and diversity, and is willing to do whatever it takes to ensure our children are on the path to academic and social success. She will uphold the vision and values of the school and share them with donors and the wider community.

Reports to: Bright Water Board of Directors

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

JOB DUTIES AND RESPONSIBILITIES

The Head of School will be responsible for the overall strength and health of the school in the following areas:

Vision, Strategy and Culture

The Head of School will:

- Be the visible champion inside and outside of Bright Water for the school's vision, mission, values, strategy, priorities and goals, and align the organization's words and actions with these intentions and commitments
- Consistently reinforce Bright Water's values as the anchor of the culture we're seeking to build; model the values at all times, create a culture and habits for the leadership team that model the school's values, and ensure that the entire staff and school community lives into our values and our culture

Educational Programs

The Head of School will:

- Oversee, evaluate, and support the development of Bright Water's overall academic program and teacher professional development, support and coaching for children ages 16-months through 6th grade
- Oversee assessment and reporting of student progress
- Ensure compliance with all state reporting in the area of academics
- Ensure compliance with all Federal, State, and Local laws and mandates, including those pertaining to Special Education and students with IEP's or 504 plans
- In other areas related to the program of the school, such as enrichment activities and before- and after-school programming, oversee, evaluate and support the development of programming that reinforces the overall mission and priorities of the school
- Oversee, evaluate and support Bright Water's Director of Early Childhood Education, who will in turn oversee all activities related to early childhood programming, enrollment, scholarships, pricing, DHS compliance, and the summer program, and expand our early childhood programs.

Equity

The Head of School will

- Be a champion for racial, social, economic and gender equity at Bright Water
- Lead the school by fostering regular discussions about equity with staff, teachers and parents, and by engaging outside support and resources to make a significantly increased commitment to this work at Bright Water
- Analyze our work and implement the steps needed to further/advance our goals of equity

Governance

The Head of School will:

- Be responsible for Bright Water's consistent achievement of its mission and financial objectives
- Attend all Board meetings and serve as Ex Officio officer to the Board of Directors
- With the chair of the board, develop agendas for meetings, so that the board can fulfill all of its responsibilities effectively. Prepare necessary materials for meetings accurately and on a timely basis, including financial dashboards, enrollment dashboards, management reports, academic updates, and general updates on progress
- See that the Board and the chair are kept fully informed regarding the condition of the school and all important factors that influence it
- Ensure that all policies set by the Board are implemented and recorded for public notice
- Support the development and growth of the Board
- Work in partnership with Board in the reviewing and developing of school policy

Fundraising

The Head of School will:

- Identify Bright Water's fundraising needs

- Develop and implement a fundraising plan that supports Bright Water's growth and development

Operations and Finance

The Head of School will:

- Oversee, evaluate and support Bright Water's Director of Operations, who will in turn oversee all activities related to food service, transportation, technology, record keeping, state and federal reporting, office management, facilities management, finance and human resources, budgeting and tracking of expenditures, the annual audit, and contracting with outside personnel needed for general operations and technical support
- Develop and maintain a positive working relationship with our landlord, Our Lady of Victory; develop a plan for the improvement of the school's facilities to support the school's program

Authorizer Relationship

The Head of School will:

- Annually review and understand our charter contract with our authorizer, Audubon Center of the North Woods
- Ensure all aspects of our Charter agreement are met
- Assist with and/or lead in future charter contracts
- Ensure accurate and timely reporting or providing of requested and/or required documentation (epicenter)

Communications and Community Engagement

The Head of School will:

- Oversee, evaluate and support Bright Water's Director of Community Engagement who will in turn oversee all activities related to our presence and visibility in the broader Northside community, our efforts to reach out to new families, and our efforts to create a welcoming environment for all parents and families and build connections throughout our school community
- Collaborate with the Director of Community Engagement to develop and execute a plan to keep all families, staff and stakeholders informed and engaged

QUALIFICATIONS

- Passion for Montessori philosophy and educational equity and ability to build the commitment of others in these areas
- Experience working in diverse communities, and in particular working with children from low-income backgrounds to achieve exceptional results
- A proven track record of success in building and/or managing a complex organization or enterprise (e.g., a high-performing school, a successful non-profit or for-profit organization)
- Success in leading and managing teams and managing a budget
- Excellent communication skills
- Experience administering a charter school
- Preferred familiarity with the local political, educational and philanthropic landscape; and development experience

SALARY & BENEFITS

- Competitive salary, commensurate with experience
- Other benefits and leave as directed by Board policy

TO APPLY

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