

Executive Director



Position: Executive Director	Start Date: July 1st, 2024	Salary: \$85,000 to \$95,000/Yr.
FLSA Status: Exempt (Full-Time) - 12 months	Hours: Exempt; 40+ hrs M-F (School Hours 7:00am-3:00pm)	Supervisor: Three Rivers Montessori Board of Directors

Three Rivers Montessori is looking for our next **Executive Director** to lead us into a future of growth and expansion in a Montessori school setting serving preschoolers through sixth grade students. We are a public tuition-free elementary school serving students from Elk River and the surrounding communities. We are looking for a dedicated and passionate leader to support and embrace our mission of “Empowering students to reach their full potential through authentic Montessori learning.”

Three Rivers Montessori has embraced a leadership model in which the Executive Director is the overarching school leader and is supported by the Director of Operations and Montessori Director of Teaching & Learning. In addition to overseeing all school operations, the Executive Director is the instructional leader and holds primary responsibility for ensuring the implementation and growth of our authentic Montessori programming. The Executive Director will work with the Montessori Director of Teaching & Learning to set instructional direction and develop and manage the school’s academic program. For all other school functions, the Executive Director will partner with the Director of Operations. The Executive Director reports directly to the Board of Directors.

Characteristics of the Successful Candidate:

- Data driven and a student first mindset
- Montessori certification or experience (preferred)
- Embraces the Montessori philosophy and its core tenets
- Able to support a culture of trust and collaboration
- Knowledge of state, authorizer, and board requirements and state/national standards
- Able to implement strategic planning and budget forecasting
- Creative and innovative thinker
- Ability to quickly pivot and shift while supporting multiple roles and departments
- A relational approach with a servant leadership mindset
- A reflective practitioner
- A lifelong learner willing to seek out professional learning opportunities

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Our team members are passionate about Montessori and providing an authentic experience for their students. This role will provide leadership, mentoring, and support to staff to realize our mission of providing an authentic Montessori program for our stakeholders. We work to cultivate a culture where we all learn and grow together.

Job Duties

Primary Purpose:

Ensure oversight and management of all administration, Montessori teachers, paraprofessionals, educational assistants, and support staff. Develop, maintain, oversee, and implement a holistic school program in alignment with MDE, authorizer, and board mandates and requirements. Develop operational and instructional materials, processes, and procedures and conduct oversight of the Montessori program. Ensure the enrichment and engagement of all students in rigorous, relevant learning in alignment with the TRM Montessori training program. Oversee and develop the school's behavior management plan in alignment with Montessori strategies and methods. Provide an honest, respectful, caring, and safe environment for all stakeholders. Responsible to meet the mission, vision, and values of the school.

Responsibilities:

- Acts as School Leader
- Model and ensure the implementation of the Three Rivers Montessori Core Values: Integrity, Stewardship, Compassion, Montessori Focus
- Collaborates with the Montessori Director of Teaching & Learning and the Director of Operations to establish a holistic Montessori program that values the individual and embraces the group
- Maintain open communication with administration, staff, parents, the board of directors, and TRM community partners
- Maintains a positive and safe school climate to provide a safe and healthy educational setting for staff and students
- Guides implementation and execution of Montessori academic programming and school-wide structures in accordance with the five-year strategic plan
- Provides leadership and support on adopting Montessori, standards-based, student-centered instructional practices
- Leads the academic team in creating coherence in instructional practices and routines within the school that model a growth mindset
- Assists the academic staff in effectively gathering and using relevant student data to improve instruction
- Establishes the school educational plan for the purpose of meeting academic needs of the students
- Plans/ensures high-quality curriculum design and delivery for the purpose of meeting state standards, program goals and students needs

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- Prepares/presents data for stakeholders on a variety of reports, records, and statistical data regarding assessments, attendance, school performance, etc.
- Serves as the administrative and instructional leader to align state standards with program goals
- Supervises/evaluates staff to improve overall TRM programming
- In partnership with the Director of Operations, develops the Master Schedule to ensure there is a well-planned school operational flow to each day
- In partnership with the Board Treasurer and Board Chair, develops/administers the school's budget in alignment with a sound, coherent, and sustainable educational program
- Ensures compliance with all federal, state, county and school charter laws adhering to all mandates
- Ensures compliance with Authorizer mandates and requests
- In partnership with the Director of Operations, oversee transportation and food service operations
- Supports the implementation of TRM policies and procedures maintaining adherence to all school procedures and board policies
- Maintains a collaborative relationship with the School Board in which discussions and decisions are centered around the mission and vision of the school, school finance, and school strategic planning and growth
- Ensures the special education department is operating in accordance with federal and state law
- Works with the Special Education Director to manage/oversee programming and IEP implementation
- Supervises student behavior in collaboration with the behavior interventionist, and offers counsel to students regarding school behavioral issues, communicates with parents and implements a positive behavioral intervention support plan at TRM
- Works with the school Social Worker to oversee programs/efforts that support student and family mental health and well being
- Acts as the lead member of the Crisis Management Team
- Be willing to go outside of their job description to ensure school success including working outside of normal operating hours if needed
- Acts as the Ex Officio board member and, in collaboration with the Board Chair, prepares the agenda, board packets, and attends TRM board meetings
- Performs other duties as needed

Required Qualifications:

- Valid Minnesota Teaching License
- Bachelor's degree in education
- Prior leadership experience, preferably in a charter school setting
- Experience working with students from diverse backgrounds and SPED/ELL populations
- Exceptional oral and written communication skills

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Desired Qualifications:

- AMI or AMS Montessori Certification
- Masters degree in education
- Administrative license in elementary education

Application Process

Three Rivers Montessori utilizes the online Applicant Tracking System. To apply, please visit: <https://www.applitrack.com/threeriversmontessori/onlineapp/>

Visit <https://threeriversmontessori.org/employment> for application information and open position postings.

Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.