

# Coleman Lew & Associates, Inc.

Executive Search Consultants

Founded 1979

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## POSITION DESCRIPTION

### **POSITION:**

Head of School (HOS)

### **COMPANY:**

Countryside Montessori School was established in 1981 by founders Debby and Marty Haugh. The school was founded with the purpose of providing a superior education for children consistent with the Montessori philosophy. Currently, Countryside Montessori has a goal of endowing its students with the desire and ability to learn, as well as a self understanding and social awareness necessary to live healthy productive lives. Implicit in this education is the school's aim to instill in its students respect and responsibility for oneself, the world of mankind, and the natural environment.

Through its dedication to the Montessori philosophy, Countryside seeks to create a unique student centered, principal-based learning environment where students continually learn self-direction, self-discipline, and self-reliance. In addition, Countryside is also committed to creating a school environment that engages teachers, staff, directors, parents, and members of the community.

Countryside Montessori was the first school in North Carolina to open a Montessori-based middle and high school program. Countryside now has three campuses encompassing thirty acres in the University City area of Charlotte, North Carolina. The school is affiliated with, and devoted to the mission, philosophy, and code of ethics of, the American Montessori Society (AMS). The school is also a member of the Southern Association of Independent Schools (SAIS).

Countryside Montessori serves approximately 500 students enrolled in toddler/preschool through 12<sup>th</sup> grade. The school employs a total staff of 90 people, has an average student-teacher ratio of 12:1, and is governed by a volunteer Board of Directors. Debby Haugh, one of the founders, has served as the only Head of School. Her husband, Marty Haugh, has served as the Executive Director of the school since 1991. Mr. Haugh retired in April, 2010. Mrs. Haugh is retiring in 2011. Both will remain as members of the Board of Directors.

The Countryside Board of Directors has developed a formal comprehensive strategic plan to guide the development and management of the school through 2013. The plan is designed to support the Countryside values, align the attention of key stakeholders, and focus resources on initiatives needed to achieve stated goals. The strategic objectives for Countryside Montessori focus on five areas: community presence, enrollment growth, funding, curriculum development, and infrastructure.

For more information about Countryside Montessori School, please visit the school website at [www.countrysidemontessorischools.org](http://www.countrysidemontessorischools.org).

**REPORTS/RELATIONSHIPS:**

The Head of School (HOS) reports directly to the Countryside Montessori School Board of Directors. The HOS serves as the direct supervisor over the teachers and staff. The total current school staff consists of 90 employees. The HOS will also be accountable for the utilization and administration of an operating budget of \$4.3 million to deliver educational value to approximately 500 students.

**BASIC FUNCTIONS:**

The HOS is responsible for promoting the Montessori educational philosophy and ideals, while ensuring that the school's mission is effectively implemented. While doing so, the HOS is expected to maintain and oversee a superior educational delivery system which is academically challenging and fiscally responsible.

Specific responsibilities for this position will include, but not necessarily be limited to:

- Foster Montessori values by supporting the Mission of the school.
- Ensure the continuation of an integrated curriculum.
- Effective and efficient day-to-day management of the school in terms of educational delivery and fiscal responsibility in an academically challenging, socially aware environment consistent with the Montessori philosophy.
- Diligent implementation of the strategic objectives focusing on:
  - Community Presence
  - Enrollment Growth
  - Funding
  - Curriculum Development
  - Infrastructure
- Prompt and appropriate communication with the Board.
- Recruit, employ, and develop outstanding faculty committed to academic excellence and above reproach in integrity and moral character.
- Be the lead voice and face of the school in the Charlotte area community and in various other educational associations in order to market and promote the well being of the school.
- Serve as chief development staff through active involvement in identification, cultivation, solicitation, and stewardship initiatives in order to secure additional resources to help the school fulfill its mission and strategic objectives.
- Manage the school in a fiscally responsible manner; manage the budget and budgeting process to ensure the continued success of the school.
- Continue strategic planning and implementation to ensure that the school's needs, as it relates to resources, capital needs, and educational delivery, are met or exceeded.

**REQUIREMENTS:**

- Dedicated to the practice of the Montessori educational philosophy; understanding of, and willingness to passionately promote, the Countryside Montessori School mission, identity, spirit, and character.
- Administrative experience; proven record of successful leadership and managerial skills in his or her chosen vocation within an academic environment.
- Exceptional people skills; good interpersonal ability; capacity to build and maintain close relationships and engender trust.
- Excellent written and verbal communication skills.
- Business management skills; financial acumen.
- Strategic thinking; ability to explore new ideas and strategies while considering the needs of the multiple constituencies.
- Masters Degree preferred; appropriate certifications and licensure.
- Integrity; above reproach.
- Strong work ethic.

**COMPENSATION:**

Compensation is commensurate with experience and includes a competitive base salary, benefits, and relocation assistance.

*For additional information contact:  
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