

# HEAD OF SCHOOL

Montessori School of Cheyenne

**Position Title: Head of School**

**Reports To: Board of Directors**

**FLSA Status: Exempt**

**Status: Full-Time**

**Location: Cheyenne, Wyoming**

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## POSITION OVERVIEW

The Head of School serves as the chief executive and educational leader of the Montessori School of Cheyenne (MSC), responsible for the strategic, operational, and financial leadership of the organization. This role ensures that MSC upholds its Montessori mission, supports high-quality teaching and learning, and remains financially sustainable for the long term.

The ideal candidate will bring **strong business acumen**, experience in **nonprofit management**, and a demonstrated ability to lead teams through organizational change while preserving the integrity of Montessori principles. This individual will work closely with the Board of Directors, faculty, staff, families, and community partners to strengthen the school's future.

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## KEY RESPONSIBILITIES

**Strategic Leadership & Organizational Management**

- Provide clear, accountable leadership that aligns with MSC's mission and long-term sustainability goals.
- Develop, implement, and monitor short- and long-term strategic plans with measurable outcomes.
- Foster a positive, professional organizational culture rooted in transparency, accountability, and Montessori philosophy.
- Lead school-wide initiatives, change management efforts, and organizational improvements.

## **Financial Oversight & Business Operations**

- Serve as the chief financial steward of the school, ensuring responsible fiscal management.
- Develop and manage the annual budget in collaboration with the Board Treasurer and Finance Committee.
- Provide accurate, timely monthly financial reports to the Board.
- Ensure tuition models, staffing models, and enrollment strategies align with financial sustainability.
- Oversee vendor contracts, insurance policies, and major purchases; ensure Board approval where required.
- Lead grant research, grant writing, fundraising initiatives, and donor development to diversify revenue streams.
- Work with financial institutions and auditors as needed.

## **Enrollment, Marketing, & Community Engagement**

- Develop and execute enrollment growth strategies to maintain full classrooms.
- Oversee admissions processes, tours, and parent communication.
- Build strong relationships with families, ensuring transparency and trust.

- Promote MSC's reputation in the community through outreach and partnerships.

## **Educational Leadership & Montessori Alignment**

- Ensure Montessori pedagogy is upheld across all classrooms.
- Support educators through ongoing professional development, performance evaluation, and coaching.
- Maintain compliance with licensing requirements, Montessori accreditation standards, and state regulations.
- Collaborate with teaching teams to uphold classroom quality and student safety.

## **Human Resources & Staff Leadership**

- Supervise administrative staff and support high-functioning team operations.
- Lead recruitment, hiring, development, and retention of high-quality educators and staff.
- Ensure consistent accountability, performance management, and healthy workplace culture.
- Maintain and update HR policies in compliance with state/federal laws and school needs.

## **Board Relations**

- Serve as non-voting ex officio member of the Board; attend all Board meetings.
  - Provide data-driven reports, updates, and recommendations.
  - Collaborate with Board committees (Finance, Governance, Hiring, etc.) as needed.
  - Implement Board-approved policies and strategic initiatives.
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# QUALIFICATIONS

## Required

- Bachelor's degree in Education, Business Administration, Nonprofit Management, or related field.
- Demonstrated leadership experience in a school, nonprofit organization, or similarly complex environment.
- Proven experience with budgeting, financial oversight, or operational leadership.
- Strong communication, collaboration, and organizational skills.
- Commitment to Montessori principles and willingness to learn Montessori pedagogy.

## Strongly Preferred

- Master's degree in Education, Business, Public Administration, Nonprofit Management, or relevant discipline.
- Prior leadership experience in a Montessori environment or independent school.
- Experience in:
  - **Grant writing**
  - **Fundraising and donor cultivation**
  - **Nonprofit financial management**
  - **Human resources oversight**
  - **Strategic planning**

## Preferred but Not Required

- Montessori certification (Early Childhood or Elementary).
- Experience with Wyoming licensing requirements for early childhood education.

- Knowledge of nonprofit governance best practices.
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## COMPENSATION & BENEFITS

*(TBD)*

- Competitive salary range based on experience and market standards.
  - Paid time off and holidays.
  - Professional development opportunities, including Montessori training.
  - Tuition discount for enrolled children.
  - Potential for health benefits depending on future offerings.
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## APPLICATION PROCESS

Interested candidates should submit:

- A cover letter expressing their interest and alignment with MSC's mission
- A résumé detailing relevant experience
- Three professional references

Applications will be reviewed on a rolling basis until the position is filled.