

JOB OPENING: Crescent Ridge Academy Head of School

Crescent Ridge Academy (CRA), located in Crescent Springs, Kentucky, is seeking applicants to be its next **Head of School (HOS)** for the 2024-2025 academic year. The next HOS will inherit a financially healthy organization, built on 55 years of continued success, whose 115 current students learn in Toddler, Early Childhood, and Elementary classes. CRA strengths include its accreditation by the American Montessori Society (AMS), its high retention of AMS-credentialed faculty, and its highly-regarded reputation in Northern Kentucky.

Qualifications

1. Bachelor's Degree or Higher from an accredited U.S. university is **required**.

2. Montessori Teacher Credential earned since 1991 from an AMS, NCME, AMI, or MACTE accredited course is **required**
or
Montessori Teaching Credential earned pre-1991 from a non-distant learning Montessori Teacher Education Program is **required**

3. Montessori Administrator Credential from an AMS Teacher Education Program is **required**
or
At least 5 years experience as an Administrative Leader, Assistant Head of School, Education Director/Curriculum Director, or teacher in a Montessori school is **required**

4. Additional professional **requirements** include Montessori teaching experience, AMS membership, and current professional development hours as required by AMS

PRIMARY HEAD OF SCHOOL DUTIES

GENERAL MANAGEMENT DUTIES

1. Ensure CRA complies with all applicable government laws and regulations, including laws that apply to a 501-c3 non-profit organization

2. Maintain a healthy learner-centered culture reflecting CRA's mission, vision and values.

3. Manage CRA daily operations, acting in students' best interests when exercising final decision-making authority

4. Make CRA school closing decisions related to weather, illness, and safety
5. Establish the annual School/Staff Calendar
6. Ensure the safety and welfare of all students when attending CRA

BOARD OF TRUSTEES (BOT) DUTIES

1. Serve as a non-voting member and attend all BOT meetings
2. Work with the BOT Chair to ensure Board compliance with CRA By-laws
3. Work with BOT to ensure Board actions comply with CRA mission, vision, and values
4. Work with BOT to set effective Short- and Long-term goals, develop and implement effective strategies for goal achievement
5. Work with BOT to maintain AMS Accreditation and other licensing compliances
6. Work with BOT to implement sound financial policies that strengthen CRA health
7. Work with BOT to plan for administrative succession

FINANCIAL DUTIES

1. Share with BOT Fiduciary responsibility for CRA
2. Set realistic, achievable enrollment goals annually
3. Work with BOT Finance Committee to plan and implement annual budget forecast
4. Work with C.P.A. to ensure CRA complies with applicable 501-c3 non-profit laws
5. Work with Development Director to plan and implement yearly CRA Annual Fund campaign, Gala, and Jamboree
6. Work with Development Director and BOT Finance Committee to plan and implement Capital Campaigns

HUMAN RESOURCES DUTIES

1. Recruit and hire faculty who implement the Montessori philosophy and adhere to accreditation requirements
2. Recruit and hire non-teaching staff whose performance reflects the Montessori philosophy
3. Administer equitable compensation, performance review, training, and professional development systems
4. Ensure that employees meet required Type 1 Childcare Center Continuing Education hours
5. Ensure employees' behaviors comply with CRA mission, vision, values
6. Counsel and advise employees when necessary
7. Administer discipline, including dismissal, effectively, equitably, respectfully
8. Work collaboratively with employees to achieve desired professional outcomes
9. Communicate with employees clearly, accurately, transparently and discreetly

FACILITIES MANAGEMENT DUTIES

1. Maintain safe, clean, and health indoor and outdoor facilities
2. Replace degraded materials and supplies in a timely manner
3. Recommend to BOT needed facilities and equipment upgrades
4. Retain annually all relevant Kentucky Cabinet for Health & Public Services licenses
5. Maintain facilities compliance with Kenton County Health Department, Erlanger Fire and EMS, and Kentucky Fire Marshal standards
6. Maintain an effective information technology strategy that safeguards student privacy & safety

PUBLIC RELATIONS DUTIES

1. Represent CRA in the Northern Kentucky community

2. Communicate with parents regarding their child(ren), CRA programs, policies, procedures
3. Provide parents support resources systems for children with special needs
4. Meet with prospective CRA families
5. Work collaboratively with CRA Teacher Education Program to ensure Montessori best practice is evidenced in school environment
6. Plan and implement annual CRA advertising and promotion budget
7. Work with Development Director to create and promote CRA Partnership events for CRA alumnae/alumni, parents, children
8. Attend parent/teacher conferences when necessary
9. Serve as parent/teacher liaison when necessary to resolve classroom problems

STATUS: 40 hours per week

COMPENSATION: Salary will be commensurate with experience, with a minimum annual starting salary of \$75,000.

BENEFITS: Health Insurance, Sick Leave, vacation during non-school year, Paid Holidays, Tuition fee waived for eligible dependent child(ren), Continuing education and conferences

TO APPLY: Interested HOS candidates should submit via email to jobs@crescentridgeacademy.org the following documents:

1. Cover letter addressed to Head of School Search Committee Chair Will Umphres describing candidate qualifications for the post. The letter must include an education philosophy statement that reflects commitment to the Montessori method of teaching/learning
2. A current resume
3. Three professional references, along with respective telephone numbers and email addresses that will be contacted confidentially if the candidate allows.