Principal

Come join the **highest-performing K2-8 charter school** in the city of Milwaukee! Downtown Montessori Academy is a small, independent charter school seeking a Principal who is a strong student advocate and innovative leader, with **the experience and ambition** to take our educational program to its next level of evolution.

As the Principal your responsibilities will include:

- Leading our community of staff, students and parents, collaboratively supporting our shared mission and vision.
- Managing, recruiting and supporting the educational staff. Work with the Executive Director to strategically plan for any future staffing needs and the impact of those on the organization.
- Providing mentoring, support and continuing education to educational staff. Conducting classroom observations and annual evaluations.
- Serving as the primary representative, liaison and point of contact with parents and the broader school community. Directly addressing any classroom, student and parent concerns. Attending parent meetings.
- Setting annual goals for and leading the school-wide equity, diversity, inclusion and restorative practices work.
- Working directly with the Parent Engagement Network (PEN) and other interested parents to create and grow a strong parent partnership and community. This includes participating in and overseeing any parent committees, activities, fundraising events, etc.
- Working with the Executive Director to determine budget needs for educational programs and staffing, and once approved you will be responsible for meeting those budget goals.
- Reviewing employee and parent/student handbooks for accuracy and completeness. Addressing any needed policy changes and ensuring adherence to school policies.
- Having a full understanding of any DPI grant or funding requirements and ensure successful completion of those annually.
- Ensuring the organization is compliant with any DPI requirements.
- Completing the annual membership audit in conjunction with an independent accounting firm as required. Providing all necessary input and documentation to support the school's annual financial audit on a timely basis.
- Ensure the organization's mission and educational goals are met annually. Responsible for ensuring compliance with City charter contract requirements and the charter renewal process. Attending all required City meetings. Responsible for facilitating the completion of the annual CSRC report and implementing any recommendations from that report that impact the educational program.

QUALIFICATIONS:

- Minimum of 3 years school leadership experience preferred, as Principal, Assistant Principal or similar, working with a diverse K-8 student population
- Minimum Master's degree in Education or related field required
- Previous teaching experience preferred, preferably in a Montessori setting, and/or completion of the AMI Administrator's Certificate Course
- Have a strong commitment to equity and diversity and be able to lead from this place
- Demonstrated leadership skills, adept at managing both educational staff and engaging with the broader parent/school community
- Self-motivated and disciplined, with strategic thinking and the ability to see complex projects through from start to finish
- Strong written and verbal skills
- Highly developed interpersonal communication skills

We offer a competitive benefits package including:

- Medical, Dental and Vision plans
- FSA and HSA Pre-Tax Savings Plans
- Term Life Insurance
- Short and Long-Term Disability
- Retirement Plans with Employee Match
- Free or Discounted Childcare
- Small, independent school environment in a newly renovated and expanded campus, including an award-winning children's garden/playground/outdoor space (2016 Merit Award from the American Society of Landscape Architects)
- A community of passionate, committed Montessori educators, staff and families who believe in our mission.

Salary is commensurate with relevant education and experience.

Applications will be reviewed until position is filled. Please send your resume and cover letter to:
Liz Becerra | lbecerra@downtownmontessori.com or Fax: 414.744.6007

Downtown Montessori Academy is a non-profit, 501(c)(3) organization. We regard the diversity of our students in terms of race, culture, and economic background as one of our educational strengths. Thus, in hiring we attempt to recruit people with a variety of backgrounds and skills.

Downtown Montessori Academy is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. Downtown Montessori Academy's employment-related decisions are made without regard to age, race, creed, color, disability, sex (including sexual orientation, gender identity or expression, sexual harassment, pregnancy, childbirth, maternity leave, and related medical conditions), national origin, ancestry, arrest record, conviction record, marital status, veteran status/military service, use or non-use of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other characteristic protected by local, state or federal law. Downtown Montessori Academy strictly prohibits and does not tolerate discrimination based on any of these above-listed characteristics against any applicants, employees, or other covered persons.