

HEAD OF SCHOOL

2600 Summit Avenue, Waukesha, WI 53188

Target Start Date: June 1, 2021



**MONTESSORI
SCHOOL OF
WAUKESHA**

EST. 1964

OVERVIEW

Montessori School of Waukesha (MSOW) was founded in 1964 and is the oldest and largest Montessori school in Waukesha County. As an accredited American Montessori Society (AMS) school from toddler through middle school, MSOW is the only school in the State of Wisconsin with this level of recognition.

With a mission of fostering each child's potential and a lifelong love of learning, MSOW treats each child as an individual and strives to develop each student's unique gifts in the classroom and school community. At MSOW, children develop self discipline and problem solving skills; opportunities to practice freedom with responsibility are fostered daily. Staff model respect and accountability for their own actions.

With a long-standing, dedicated and talented faculty and staff, MSOW has been providing Waukesha-area children with a rich Montessori experience and exceptional education for 56 years. MSOW faculty and staff are the essential link between the child and the educational philosophy, the learning materials, and the prepared environment. Each year, faculty is provided professional development opportunities upholding the highest standard possible within AMS accreditation. We are dedicated to developing the whole child and are proud to have full time specialists in Spanish, Art, Music and Physical Education.

MSOW is a welcoming community with shared values of grace, kindness, and courtesy.

Parents, staff, and students often gather to celebrate traditions together and work alongside one another to support the students and school. Due to our long successful history, we have grandchildren of founders and children of former students currently attending MSOW.

Through the efforts of a dedicated and hardworking community, MSOW has just nearly 31,000 square feet between two buildings located on almost nine acres of land (with a goal to grow to 40,000 sq.ft this year). In this beautiful setting, approximately 300 students from a wide geography around Waukesha, from 18 months - 14 years of age eagerly arrive daily to make choices that reflect their interests, passions, and curiosities. We also have an innovative contract arrangement with the local public school district to educate a large number of students in exchange for a per-student payment to the school. This allows MSOW to remain independent of district control, but still serve and receive funding for students that otherwise might not attend a private school. The school accredits through AMS and operates a Montessori teacher training center and institute.

Within the last two years, MSOW has also added an on-campus Training Center. We have partnered with UW-River Falls to offer Montessori training for Masters in Montessori education. In addition, MSOW recently started a Teacher Education Program called the Global Montessori Educators Institute (GMEI). GMEI offers the coursework and in-person experience for teachers at all levels to attain AMS certification (program accreditation in process).



AMS Accredited

Pre-Children's House
through Middle School

Enrollment

300+

Classrooms

1 Pre-Children's House
4 Children's House
4 Lower Elementary
1 Upper Elementary
1 Middle School

Additional Programs

Before/After School
Summer School

Facilities

31,000 square feet
9 acres

LEADERSHIP

The head of school works closely with the school's committed Board of Trustees, primarily composed of current school parents and also community members when operating at full capacity. The Board of Trustees serve staggered three-year terms. The head of school is a new role to MSOW after a recent leadership restructuring initiative.

WAUKESHA, WISCONSIN

The City of Waukesha (population 72,000) is located in southeastern Wisconsin as a part of the Milwaukee metropolitan area. It is home to Carroll University, University of Wisconsin-Milwaukee at Waukesha campus, and several corporate headquarters as well as many healthcare systems. Waukesha offers an extensive network of parks and bike trails, water activities, and a vibrant arts scene.

RESPONSIBILITIES

With its talented and dedicated faculty, its beautiful building and grounds, and its rich 56-year history, MSOW is poised to welcome the fresh ideas and insights of its next leader who will implement new ways of furthering the school's mission of fostering each child's potential and a lifelong love of learning.

- The new head of school will continue the collaborative work of engaging the community, including faculty and staff, parents, and the Board of Trustees to set a new vision for the school, design and lead a strategic plan for 2021 and beyond, specifically focusing on the readiness for a larger scale facilities planning effort due to expected student population growth.
- With a thorough understanding of the competitive landscape in which the school is positioned, the new head of school will bring leadership and focus to finalizing the leadership organizational structure for the school, and filling vacant roles in that new structure.
- Leveraging the rich resources available to private school administrators including AMS and NCPSA as well as employing consensus-building processes, the new head of school will assess staff and faculty culture, striving for continuous engagement. The new head of school will also empower staff to creatively apply new experiences both inside and outside the classroom while at the same time, ensuring all programs continue to offer authentic AMS Montessori experiences.
- The head of school will create and sustain a community where faculty and staff, students, and parents find a sense of belonging.
- The head of school will coordinate with the GMEI Program Director to finalize AMS affiliation, MACTE accreditation for the program. They will continue to provide oversight and support to the Training Center and GMEI to maintain programs of high standards and responsible fiscal management.



QUALITIES & TRAITS

MSOW seeks an approachable leader who can inspire and lead the school and its community to new levels while also respecting its history and traditions. Given the school's goals in the coming years, the next head of school will possess the following skills, qualities, and characteristics:

- A team builder who attracts, develops, and empowers talent; championing professional development and providing resources for faculty and staff to succeed.
- A strategic, forward-thinking individual who can collaboratively lead the community in realizing its vision and executing its strategic plan.
- A leader with business acumen and a solid understanding of independent school financial management. This individual must be resourceful in ensuring the school maintains its financial stability.
- A creative problem solver and strong communicator with leadership, operational, budgeting, and team-building experience.
- A visible leader who embraces Montessori at all levels, the school's mission, history, and traditions and communicates and connects with members of the school community.
- An approachable leader who builds relationships by seeking input, truly listening to various constituency groups, and understanding the importance of open and direct communication.
- A leader who would be comfortable and excited to live in the Waukesha area, enjoying all the community has to offer.

REQUIREMENTS

1. A minimum of a Bachelor's Degree in education or administrative-related field; Master's Degree in education or administrative-related field preferred.
2. Background in Montessori education is required, with at least 3 years of experience as a Montessori lead teacher.
3. AMS certification credential is preferred. AMI certified applicants will be considered.
4. Montessori Administrator credential preferred.
5. Qualifications and experience necessary to meet AMS accreditation minimum points criteria for a Head of School is required. Complete form and attach with other required documents upon application submission. Form can be found at <https://tinyurl.com/MSOW-HoS1>
6. A minimum of 3 years of leadership / management experience preferred (school leadership experience strongly preferred).

PROCESS

Interested candidates should submit application materials through WECAN or AMShq.org

- Letter of interest addressed to the MSOW Board of Trustees
- Resume
- Transcripts
- A statement of educational leadership philosophy
- AMS Head of School Requirements Verification Form

Additional documents (three letters of recommendation) may be required later in the process. Candidates' engagement with the search will be kept confidential and candidates can expect to receive periodic updates on the progress of the search.

Please send inquiries and application materials to Kayley Ireland, Board of Trustees, at kayley.ireland@msow.org

