

Position Title: Director / Head of School

The Central Board of Education, a not-for-profit education institution is establishing an early childhood education center and is seeking a Director to lead the school through its establishment phase and beyond. The preschool is in the early phases with a planned enrollment of 40-50 students and presents the new Director with an unprecedented opportunity to build a future for our community's children.

The Preschool Director is a key leader in fulfilling the mission and vision of CBE. The Director represents the school to the community and promotes its vision and programs. The Director is responsible for all aspects of school operations. These include, but are not limited to, the categories of Enrollment, Education Programs, Budget and Financial Management, Personnel Management and Public Relations.

The Director is responsible for establishing the organizational structure necessary to effectively achieve the goals, objectives, and responsibilities outlined below. The Preschool Director and the Board of Directors will meet and collectively set professional goals and objectives for the Director and for the Program/School for annual evaluation purposes.

ResponsibilitiesOverall

- Responsible for the administrative success of all school programs.
- Ensures that the school is in compliance with all applicable governmental laws and regulations.
- Coordinates scheduling of, and attends all required school functions and activities.

Finance

- Executes the financial policy set by the Board of Directors, including communicating Board policy and decisions to parents and prospective parents
- Assists the bookkeeper and Board Treasurer with financial issues and long term planning.
- Applies for and maintains grants.

Personnel

- Teaching Staff
 - Assists Lead Teachers and Board in recruitment of teaching staff.
 - Supervises the teachers/programs, coordinating across all classrooms.
- Non-Teaching Staff
 - Selects and employs non-teaching personnel in conjunction with Board.
 - Advises Board on the need to dismiss non-teaching staff when appropriate.
- All Staff
 - Administers equitable systems of compensation, working conditions and professional development of all staff in cooperation with the Board.
 - Where necessary, counsels and advises school employees.

Enrollment

- Represents and explains the school mission program to prospective families.
- Oversees and coordinates recruitment of students.
- Informs parents and prospective parents of enrollment policies.
- Performs all admissions tasks necessary to achieve school objectives.

Education

- Works with Lead Teachers to coordinate curricula.
- Helps guide Lead Teachers in achieving their educational goals.
- Serves as liaison between teachers and parents to resolve classroom issues.
- Maintains school discipline policy in a consistent and respectful manner.

Public Relations

- Coordinates all internal and external school communications.
- Serves as spokesperson for the school.
- Maintains constructive liaisons with other educational institutions and associations.
- Facilitates communication among all of the school's constituents and encourages their participation in school activities and events.
- Represents the school in the community at large.

Operations

- Oversees daily operations of the school, ensuring a safe and friendly environment.
- Attends to tasks and responsibilities associated with successful operation of the school (e.g. communication, security, maintenance) in an as-needed and sometimes hands-on capacity.
- Supervises the maintenance of the school as an aesthetically attractive and safe environment, in cooperation with the Board.
- Advises Board on facilities and equipment improvement.
- Remains informed of trends, research and legislation that may affect school management, operation and policy.
- Advises Board when policy changes or action may be necessary.
- Maintains a comprehensive set of records on students, staff and prospective students.

Responsibility to Board of Directors

- Serves as non-voting member of the Board and is expected to attend all Board meetings and functions.
- Keeps the Board informed of all aspects of school operations.
- Brings to the Board's attention issues that may require Board action or Board education.
- Communicates all Board policies and changes to the teaching staff and non-teaching staff.
- Serves as a resource for the Board in developing new policies and initiatives.
- Serves as a resource for the Treasurer and the Board on financial matters.
- Represents the Board and Board decisions and policies to parents when appropriate.

Qualifications

- Applicants must be director qualified by the State of Florida
- Certification by an accredited Montessori Teacher Training Program and a degree in early childhood education is also preferred
- Administrative experience in an educational setting with demonstrated leadership qualities required
- Excellent written and verbal communication skills
- Business management skills; financial acumen

Experience

- Administrative and classroom experience preferred
- Proven success in supervising and mentoring faculty, facilitating successful implementation of classroom and extracurricular programs
- Ability to communicate, collaborate effectively and inspire confidence in staff, parents, children and Board
- Experience with community outreach, events, fundraising and expansion of programs and classrooms are also a plus

Application Process

If interested, please submit a current resume, references, salary requirements and a personal statement reflecting philosophy of school leadership to jobs@cbefl.org

Central Board of Education, Inc. offers competitive compensation based on experience, education and certifications and is an Equal Opportunity Employer