



JOB DESCRIPTION FOR INTERIM SUPERINTENDENT

<u>Title:</u>	Interim Superintendent
<u>Reports to:</u>	CMP Governing Board
<u>Number of Workdays:</u>	250
<u>Term of contract:</u>	1 year

About California Montessori Project

California Montessori Project (CMP) is a successful public charter school network based in the greater Sacramento area with an exceptional TK-8 Montessori program that is tuition-free and open to all students. The network serves over 2800 students on seven campuses. CMP is authorized through, and maintains strong relationships with four school districts: Elk Grove Unified School District, Sacramento City Unified School District, San Juan Unified School District and Buckeye Union School District. CMP is supported by a solid budget, newly-constructed and/or renovated facilities, and a robust technology department.

CMP sustains a high level of integrity with Montessori Methodology, based on the research of Dr. Maria Montessori, and is accredited through the American Montessori Society* (AMS) and the Western Association of Schools and Colleges (WASC). A strength of the organization is the experience, expertise and dedication of its instructional and operational teams, at both the site and network levels.

CMP's instructional staff are unmatched in their commitment to Montessori methodology and dedication to our organization and students. CMP teachers are dual-certified, holding both an age-appropriate Montessori certification from an AMS-accredited training center and a California state credential.

The CMP Leadership Team, including the Governing Board, Directors, Principals, and Deans, provide stability and focused guidance to the organization. The current Superintendent is serving in his 5th year at CMP.

*(*Note: AMS accredited with non-traditional Montessori age grouping)*

Position Overview:

The primary function of the CMP Superintendent is to carry out the organization's mission to provide a quality, tuition-free, Montessori education that challenges our students to reach their full potential. The Superintendent reports to the CMP Governing Board, and is involved in all aspects of organizational management, including school programs, safety, human resources, finance, facilities, district relationships, day-to-day duties and overall operations. As a visionary leader, the Superintendent fills a motivational position and challenges the community to bring forth their best efforts on behalf of the organization.

Qualifications:

The applicant must have extensive experience in the educational community, in both leadership and instructional positions. A minimum of five years teaching experience, as well as five years of Charter School or District-level leadership experience, or equivalent, are preferred qualifications. In addition, prior experience within a Montessori organization is highly-valued. The applicant is recommended to possess a valid Administrative Services Credential and a Masters/Doctoral Degree in Education.

Exemplary Superintendent Candidates will demonstrate the following skills:

- Supporting Vision and Direction - *Articulate and implement a clear vision that is aligned with the Network's mission.*
- Serving as an Instructional Leader – *Ensure that all children are provided an optimal Montessori learning environment, and that all instructional staff are provided an optimal, resource-rich teaching environment.*
- Motivating the CMP Learning Community – *Inspire and build community, and motivate the community towards its goals.*
- Coaching and Developing Team Members - *Equip and empower team members to become instructional and operational leaders.*
- Ensuring Operational Soundness- *Ensure all matters related to regulatory and legal compliance; Ensure short-term and long-term fiscal solvency; Ensure safe and healthy facilities for the physical and emotional needs of all students and staff; Ensure operational systems are efficient and effective.*
- Ensuring Charter Renewal – *Understand the legal and regulatory frameworks that apply to California charter schools and maintain progress towards successful renewal with each authorizer for every campus.*

Responsibilities and Duties:

The Interim Superintendent will maintain a positive and productive relationship with the CMP Governing Board. The Interim Superintendent will:

- work closely with the CMP Governing Board, including on organizational mission, vision, strategic plan and fiscal matters;
- collaborate with the Board Chair and Secretary to draft the Board agenda;
- provide written recommendations to the Board regarding programs, policies, budget, facilities, and other school matters;
- provide reports and updates to the Board related to significant network achievements and challenges;
- enter into negotiations on behalf of the CMP Governing Board.

The Interim Superintendent will maintain a positive and productive relationship with local and state public leaders/entities. The Interim Superintendent will:

- serve as the liaison between CMP and authorizing Districts;
- serve as the liaison between CMP and facilities lessors;
- represent CMP with regard to District and State facilities, as well as, construction/rehabilitation projects (including Prop 39, Prop 55 and Prop 51), and enter into negotiations and agreements on behalf of CMP;
- establish/maintain effective relationships with Montessori Leaders, Charter Leaders, Resource and Support Providers, District Authorizers, YCOE SELPA, and the California Department of Education (CDE).

The Interim Superintendent will lead and develop the Administrative Team of CMP. The Interim Superintendent will:

- work closely with the Director of Operations, Director of Special Education, Director of Program, Department Heads, Central Administrative Staff and site-based leaders, to ensure smooth day-to-day internal operations;
- coordinate services between external agencies and the Central Administrative Team, including Special Education, Business Services, and Legal Counsel;
- engage in substantive and collaborative dialogue and orchestrate group meetings, as appropriate.

The Interim Superintendent will effectively assess, manage and mitigate all risks/potential risks. The Interim Superintendent will:

- exemplify integrity in all aspects of operations and instruction;
- work with Operational Staff (including Director of Operations, Director of Program, and Director of Special Education) to provide resources to address potential risks;
- oversee all legal issues related to instruction, and operations in consultation with legal counsel, as appropriate.

The Interim Superintendent will work closely with the Finance Manager to:

- prepare quarterly budget reports, including multi-year projections, for approval by the CMP Governing Board and review by CMP's authorizing districts;
- monitor CMP school and network finances and make adjustments, as appropriate;
- ensure that all decisions reflect sound stewardship principles and practices;
- ensure and prioritize the Learning Community's values, including full complements of Montessori materials, small student to teacher ratio and two instructional staff persons per class.

The Interim Superintendent will ensure CMP meets/exceeds all regulatory requirements. The Interim Superintendent will:

- demonstrate thorough understanding of systems, practices and procedures related to network operations;
- provide oversight for the timely and accurate submission of reports and documentation to local, district, state, and federal agencies;
- work closely with the Special Education Director and Coordinator to ensure compliance with all state and federal regulations.
- actively engage in the writing, publication and presentation of required reports, including Accreditation materials (AMS and WASC) and Charter Renewals.

The Interim Superintendent will ensure CMP pursues the highest level of Montessori education. The Interim Superintendent will:

- work closely with the Principals and Director of Program to provide curricular support to instructional staff;
- work closely with the Testing Coordinator, Data Management Team, and site-based Leaders to develop and implement procedures for tracking and reporting student academic status and progress in English Language Arts and Mathematics, network-wide, by campus, and by statistically significant sub groups, over time;
- work closely with Principals, Deans, and the Director of Program to ensure effective evaluation of the instructional program.
- work closely with the Director of Program and other educational partners to ensure commitment and compliance with the high standards for AMS accreditation.

The Interim Superintendent will ensure CMP recruits, hires, and retains highly-qualified and effective instructional and operational staff. The Interim Superintendent will:

- work closely with the Director of Operations, Director of Program, Director of Special Education, Director of Human Resources and department heads to provide professional growth opportunities, trainings, evaluations and guidance for administrative and operations staff;
- support Central Administrative staff in their efforts to provide trainings for site-based administrative staff persons;
- work closely with the Director of Program, Principals, and Human Resources Department in the recruitment and hiring of instructional staff;
- work closely with the Director of Program and Principals as they support professional growth opportunities for instructional staff;
- facilitate assignments, transfers, promotions, and the release of staff, as appropriate.

The Interim Superintendent, as leader of the organization, will purposefully shape the Climate and Culture of CMP. The Interim Superintendent will:

- seek to empower all members within the CMP Learning Community;
- support the gifts, talents and passions of the CMP Learning Community;
- purposefully and strategically develop leaders within the organization;
- establish a Culture and Climate respectful of all peoples;
- provide frequent and substantive communications to the public.

Work Environment

- **Environment:** This role often works in an office and sometimes in classroom environments. The noise level in the office environment is generally quiet with occasional exposure to noise and heat/cold. Classroom environments may include noise and student/staff interactions.
- **Continuity:** The employee may be subjected to frequent interruption, along with consistent and changing deadlines.
- **Collaboration:** Regular interaction and collaboration with staff, parents, Board members, and other stakeholders.

Physical Demands

The role of Interim Superintendent involves various physical demands. These demands may include:

- Frequently requires sitting, walking, and standing
- Frequently requires use of hands to finger, handle, feel, grasp, and reach
- Frequently required to talk and hear
- Frequently requires the employee to read paper and electronic documents
- Frequently required to lift and/or carry objects up to 20 pounds and occasionally lift objects up to 50 pounds
- Occasionally requires pushing and pulling
- Some stooping, kneeling, and crouching

Position Type and Expected Hours of Work: This position is full-time, working Monday through Friday.

Travel: Frequent, between our seven campus locations and our central administration building. Adherence to CMP's Motor Use Vehicle policy.

Benefits: Sick, paid holidays, 403(b) and 457 retirement plans through CalSTRS Pension2, childcare in Club M (subject to availability, application fees apply), and wellness resources. For Full-time positions: medical, dental, vision, and a basic life policy.

Salary Range: \$150,000 - \$250,000

Affirmative Action Plan/Equal Employment Opportunity AAP/EEO Statement: It is the policy of California Montessori Project to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities.

Other Duties Disclaimer: Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.