



The Vision of Casa Mia Montessori School - A school where the children are supported to learn and encouraged to think independently and responsibly.

To achieve this the children, parents and staff work collaboratively to create a dynamic learning environment underpinned by the values of:

- ✓ Individual responsibility
- ✓ Community spirit

POSITION DESCRIPTION - SCHOOL PRINCIPAL

Founded in 1998, Casa Mia Montessori Community School (CMMS) has a staff of twelve serving 60 children from playgroup to year six. The school is governed by a governing body that currently consists of 6-8 voting positions and one non-voting member: the Principal.

DESCRIPTION

The CMMS Principal fulfills three core roles:

- Being the leader and face of the CMMS.
- Facilitating successful student outcomes by identifying and implementing ways in which to refine the school's instructional model.
- Serving as the chief administrative officer on behalf of the governing body by directing the formulation and implementation of operational procedures and practices for the CMMS governing body.

DISTINGUISHING CHARACTERISTICS and ATTRIBUTES

The Principal position requires an individual who:

- Has a strong passion and vision in the Montessori Method of Education, particularly upholding the values of self-responsibility and community spirit.
- Has the drive and ability to establish, promote and foster high achievements of the whole child.
- Can make decisions which have a critical impact on the goals, organisation and administration of the educational programme and services of CMMS.
- Can take on managerial responsibility for the planning, assigning, reviewing, and evaluating the quality and quantity of work of the teaching staff and administration staff.
- Can analyse and offer effective alternative strategies to complete issues.
- Has the ability to undertake public relations through meeting with people from a variety of groups from the CMMS governing body, educational organisations, parent groups and community organisations to inform, report, motivate and monitor the result objectives of the school operations.

Other characteristics include:

- Ability to see the big picture.
- Service oriented.
- Empathetic, sociable, and highly diplomatic.
- Excellent written and oral skills.

EXAMPLES OF DUTIES

The Principal is responsible for:

- Leadership, supervision, evaluation, improvement, public relations, marketing, and community outreach.
- Accountability and contract administration for CMMS.

As the instructional leader and operational manager of CMMS, the Principal:

- Upholds the Montessori Method of Education in CMMS.
- Manages the planning, designing, and conducting of follow-through strategies pertaining curriculum development, vision development and alignment, and the implementation of instructional programs and activities designed to meet the unique needs of students and the educational community.
- Creates collaboration between CMMS staff who will identify educational and instructional needs in developing long and short-range plans to improve the instructional process.
- Plans, develops, organises, and administers support systems which provide optimal educational opportunities for the students.
- Manages the planning, developing, organising, conducting and maintenance of performance evaluation and information systems designed to ensure CMMS goals and objectives are achieved.
- Ensures staff adhere to the state and national educational standards and goals.
- Collaborates with, direct, supervise, observe, assess, and evaluate staff personnel performance and establish and maintain a positive team building attitude with staff and the parent groups.
- Participates in the planning, development, implementation, interpretation and administration of policies and procedures.
- Manages the conduct of effective and efficient personnel management systems including the recruitment, selection and retention of personnel.

As chief administrative officer of CMMS, the Principal:

- Manage the review, evaluate requisition, purchase and allocate instructional supplies, materials, and equipment. This requires liaising with the teaching staff, CMMS Financial Officer, and the governing body Treasurer.
- Informs and collaborates with the governing body on governance issues.
- Works closely with the governing body on developing CMMS business infrastructure to support its vision, mission, and values.
- Participates in budget planning activities, developing expenditure review and control procedures to ensure a cost beneficial and cost-effective operational mode.
- Assumes a leadership role in the functions and activities of CMMS on site and represents CMMS to external stakeholders such as the Town of Bassendean, Association of Independent Schools of Western Australia (AISWA) and Montessori Associations.
- Manages the communication with local services such as for health or utilities.
- Manages, monitors and evaluates specially funded programmes to ensure compliance with the funding agency standards and guidelines. e.g., Federal Government, State Government, AISWA.
- Manages the marketing operations as directed by the governing body.
- Manages the enrolment and attendance operations for CMMS.

ESSENTIAL EXPERIENCE AND EDUCATION REQUIREMENTS

- Teaching experience in a Montessori educational setting.
- Leadership experience in a school setting and/or a club or sport setting both of teams and in administration.
- Strong administrative skills and experience is preferred.
- Working knowledge of the WA Education Regulations and Standards.
- Bachelor's Degree in education or higher.
- Diploma in Montessori Education.
- Current Registration in the Teacher Registration Board of Western Australia.
- Current Working with Children check.
- National Police Clearance issued within the last 3 months.

ORGANISATIONAL RELATONSHIPS

Reports to: CMMS governing body; WA Department of Education; and Commonwealth Department of Education, Skills and Employment

Manages: School Staff, External Contractors (as required)

Internal contacts: Teachers and Education Assistants, Administration staff

External contacts: Town of Bassendean, AISWA and Montessori Associations