



ESTABLISHED IN 1972



AMI RECOGNIZED MONTESSORI SCHOOL LEVELS 0 - 12

FOUNDED 1972

ENROLLMENT 150+

CLASSROOMS TODDLER 3 CHILDREN'S HOUSE 1 LOWER ELEMENTARY 1 UPPER ELEMENTARY 1 ADOLESCENT

ADDITIONAL PROGRAMS BEFORE/AFTER SCHOOL SUMMER PROGRAMS

FACULTY/STAFF 25

FACILITIES 22,000 SQUARE FEET 2+ ACRES

ANNUAL OPERATING BUDGET \$1.975 MILLION

HEAD OF SCHOOL SEARCH

8406 Ellington Way | Middleton, WI 53562

OVERVIEW

Madison Community Montessori School (MCMS) was founded in 1972 with the goal to provide the very best authentic AMI Montessori education. We are proud of our AMI recognized status and long-standing reputation of excellence in authentic Montessori education.

With a mission of *respecting children and their natural joy of discovery*, MCMS treats each child both as an individual and as a valuable member of the school community. MCMS students are internally motivated to reach their full potential and have a natural love of learning that has been cultivated in an enriched and supportive environment. MCMS students are self-directed, courageous in being themselves, creative problem solvers, and conscientious citizens modeling grace and courtesy.

With a long-standing, dedicated and talented faculty and staff, MCMS has been providing Madison-area children with a rich Montessori experience and exceptional education for 49 years. MCMS 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 AMI accreditation.

MCMS is a welcoming community with shared Montessori 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. MCMS opened its forever home in the fall of 2012 - a bright and spacious Montessori facility located adjacent to Madison, WI. In this beautiful setting, students from 15 months to 14 years of age eagerly arrive to make choices reflecting their interests, passions, and curiosities. MCMS is emerging from a pandemic year with financial viability due to prudent management, adequate reserves, a modest endowment, and a culture of philanthropic stewardship. After a year of offering flexible virtual and in-person opportunities, MCMS is excited to welcome approximately 150 students back through its doors in the fall of 2021.



LEADERSHIP

The head of school works closely with the school's committed Board of Trustees, primarily comprised of current school parents and parents of alumni. Trustees may each serve two consecutive three-year terms. The head of school is a non-voting, ex officio member of the board. The current committees of the board include Executive, Finance, Committee on Trustees, Development, and Head Support and Evaluation.

MADISON, WISCONSIN

Madison is the second largest city in Wisconsin and the state's capital. Located on an isthmus between Lake Mendota and Lake Monona, the city is home to the University of Wisconsin-Madison and several corporate headquarters as well as many biotech and health systems startups. Madison offers an extensive network of parks and bike trails, water activities, and a vibrant arts scene. MCMS is located in Middleton, WI – a suburb of Madison.





OPPORTUNITY

With its talented and dedicated faculty, its beautiful building and grounds, and its rich history, MCMS 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 respecting children and their natural joy of discovery.

- 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 fulfill the MCMS vision by implementing the school's strategic plan and determining readiness for a larger scale planning effort.
- 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 increasing school enrollment, with special attention to retention at the upper levels.
- Leveraging the rich resources available to private school administrators including ISM and NAIS 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 AMI Montessori experiences.
- The new head of school will work to engage the community beyond MCMS walls and foster inclusion by actively seeking a diverse faculty and student body.
- Additionally, the head of school will create and sustain a community where faculty and staff, students, and parents find a sense of belonging.

QUALITIES & TRAITS

MCMS seeks an approachable leader who can inspire and lead the school and its community to new levels while also respecting its history and traditions. 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 self-starter with a high degree of technical proficiency to effectively maintain and improve upon the school's systems and ensure safe, pandemic appropriate operations.
- 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. The next head of school will have a passion for Montessori and will enjoy being among students as well as their families.
- 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 Madison area, enjoying all the community has to offer.

REQUIREMENTS

The next head of school shall possess the following:

- A Master's degree in education or a related field; Background in or commitment to Montessori education is required.
- AMI Montessori certification is preferred.
- A minimum of 3 years experience in non-profit or business leadership is preferred.

PROCESS

The MCMS Board of Trustees, in collaboration with the school community including faculty, staff, and parents, is currently performing a national search to identify a new head of school. The ongoing collaborative process includes a number of community touch points such as faculty/staff interviewing panels and open candidate community forums.

Interested candidates should submit the following documents via email with attachments by **October 14, 2021** to MCMS Board of Trustees – Search Committee at hossearch@madisoncommunitymontessori.org.

- Letter of interest addressed to the MCMS Board of Trustees
- Current CV
- A statement of educational leadership philosophy (1-2 pages, double-spaced)
- Two examples of writing on a school or education topic (such as a school leadership communication)
- Five references (including email addresses and telephone numbers) that can be contacted confidentially
- Up to three letters of reference (optional)

Additional documents 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. Candidates are free to communicate directly with the search committee via email at: hossearch@madisoncommunitymontessori.org.

