



75 Foundation Ave.
Haverhill, MA 01835
Phone 978.521.2616
Fax 978.521.2656

www.hillviewmontessori.org

Position: Executive Director

Please submit cover letter and resume to Paul Carelis, HVMCPS Board of Trustees, pcarelis@hvmcps.org

About Hill View

Hill View Montessori Charter Public School, located in Haverhill Massachusetts, is a public charter school that provides students in grades K-8 with a tuition-free, public Montessori education.

The Mission of Hill View Montessori Charter Public School is to provide a grade K-8 public education that promotes academic excellence using the Montessori philosophy. In partnership with teachers and parents, children attain high levels of academic, personal, and social achievement and, so prepared, become constructive contributors to our community. Hill View is committed to character education and integrates this into the Montessori classroom with ongoing lessons in grace, courtesy, respect, and responsibility.

Position Overview:

The Executive Director serves as the chief executive officer of Hill View. This individual oversees all aspects of the school's operations, including academics, staff and teacher management, business administration, financial health, and strategic planning. The Executive Director works closely with the Board of Trustees, serving as a de facto board member and ensuring that the school fulfills its mission, vision, and goals while remaining compliant with all charter, local, and state regulations.

Key Responsibilities:**Leadership and Governance:**

- Serve as the primary liaison between the school and the Board of Trustees, reporting regularly on school operations, achievements, and challenges.
- Collaborate with the Board of Trustees to develop and implement the school's strategic vision, goals, and policies.
- Provide leadership in establishing and maintaining a strong, positive school culture aligned with the mission and values of Hill View.
- Actively engage with key stakeholders, including families, the community, local government, and educational organizations, to advocate for the school's success.

Academic Excellence:

- Supervise and support school leaders, teachers, and academic staff to ensure high-quality instruction, curriculum development, and student performance within the Montessori framework.
- Set clear expectations for academic achievement and foster a culture of continuous improvement and data-driven decision-making.
- Oversee the development and implementation of programs that support student learning, special education services, and extracurricular activities.
- Promote and support a synchronous, cohesive Montessori curriculum that provides consistent pedagogical instruction through K-8.

Operational Management:

- Ensure effective day-to-day school operations, including facilities management, health and safety protocols, and administrative functions.
- Develop and implement policies, procedures, and systems that promote operational efficiency and compliance with state, federal, and charter requirements.
- Provide oversight of enrollment and recruitment efforts to maintain or exceed enrollment goals.

Business and Financial Oversight:

- Develop and manage the school's budget, ensuring fiscal sustainability and alignment with strategic priorities.

- Oversee all financial operations, including payroll, grants, procurement, audits, and financial reporting.
- Collaborate with internal staff and external stakeholders to secure funding through grants, fundraising, and partnerships.
- Ensure compliance with applicable financial and operational regulations.
- Work closely with third parties and vendors to ensure success with outsourced roles and responsibilities.

Human Resource Leadership:

- Supervise, evaluate, and support school leadership, teaching staff, and administrative personnel.
- Oversee recruitment, hiring, and retention efforts to build a highly qualified and diverse team of professionals.
- Establish professional development opportunities to enhance staff skills and foster career growth.
- Develop and implement policies related to employee performance, compensation, and workplace culture.

Qualifications:

Education: Master's degree in Education, Educational Leadership, Business Administration, or commensurate experience in a related field required.

- Experience: Minimum of 5-7 years of senior leadership experience in education, school administration, or non-profit management. Experience leading a public charter school or equivalent preferred. Montessori experience a plus.

Skills & Competencies:

- Proven ability to lead strategically and manage diverse teams.
- Strong financial acumen and experience with budgeting, operations, and resource allocation.
- Deep understanding of instructional leadership, curriculum design, and student achievement strategies.
- Exceptional communication and interpersonal skills with the ability to build relationships with stakeholders.
- Demonstrated success in fundraising, grant development, and fostering partnerships.
- Knowledge of state and federal education laws, policies, and charter school regulations.

Key Attributes:

- Mission-driven with a deep commitment to student success and educational equity.
- Visionary leader with the ability to inspire and motivate staff, students, and the broader school community.
- Collaborative decision-maker with integrity, transparency, and accountability.
- Strategic thinker with a results-oriented mindset.

Hill View Montessori Charter Public School is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. We strongly encourage applicants from all backgrounds to apply.

Job Type: Full-time

Pay: \$120,000.00 - \$150,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Ability to Commute:

- Haverhill, MA 01835 (Required)

Ability to Relocate:

- Haverhill, MA 01835: Relocate before starting work (Required)

Work Location: In person