**Monteverde Friends School**

**Head of School Job Description 2025**

The Head of School is responsible for providing overall direction, leadership, and management of the school's day-to-day operations and ensuring that the school's mission is carried out. The Head of School reports directly to the School Committee to implement its strategic plan and vision for the school’s future.

**Leadership responsibilities**

The Head of School leads the school in the realization of the school’s vision, mission, and philosophy.

* Sets a tone that reflects the School’s core values and serves as the model of those values in all actions and communications.
* Fosters a sense of community at the school by working as a team with staff, School Committee, and others involved in the school.
* Ensures that the School’s mission and values inform all decisions about programming and hiring.
* Oversees program development and implementation to maintain the long-term vision of the school.
* Promotes Quaker values and practices at all levels of school interaction.
* Ensures the smooth management of school operations.
* Implements the school’s most recent five-year plan in communication with the School Committee.
* Participates in ongoing problem-solving to promote healthy relationships within the school community.

**Administrative Responsibilities**

The Head of School is the chief administrator of the school, providing support for all teachers, staff, and students, and executing decisions to ensure the best possible school program.

* Serves as the Clerk of the school’s Steering Committee to plan all staff meetings.
* Is responsible for the hiring, retention, evaluation, and dismissal of staff and faculty, including convening and clerking hiring committees for each open position.
* Supervises all staff, including approval of absences, personal days, etc.
* Assigns staff responsibilities, including committees, daily duties, and assemblies.
* Establishes teacher workload and percentage of time for part-time staff.
* Collaborates with the academic subdirector to promote and ensure excellence in training staff, promoting and providing professional development based on the current needs of the staff.
* Works with the academic subdirector to ensure substitute teachers are available to cover classes.
* Implements, reviews, and revises school policies, job descriptions, manuals, and procedures in conjunction with the School Committee. (This work is done with the support of the Clerk of School Committee and Governance Sub-committee).
* Oversees and coordinates all admissions decisions.
* Collaborates with the Communications and Outreach Director to recruit international students.
* Serves on the school’s Standards Committee to ensure that disciplinary decisions reflect the school’s values and philosophy.
* Serves as the primary liaison between school staff and School Committee.
* Serves as the primary liaison between the School and the Family Association.
* Serves as the primary liaison between the School and the Meeting, including representing the school at Monthly Meeting for Business.

**Financial oversight**

The Head of School works with the Business Office and the School Committee to determine operational budgets and promote long-term financial sustainability.

* Collaborates with the Finance Subcommittee and Business Manager to create an annual budget.
* Is responsible for ensuring adherence to the annual budget.
* Approves all expenses, purchases, and reimbursements and makes all purchases involving the school credit card.
* Works with the School Committee and the Finance Subcommittee to ensure all expenditures align with the school’s goals.
* Supervises and works directly with the Communications and Outreach Coordinator to ensure strategic fundraising efforts meet the annual and long-term plans of the School.
* In collaboration with the School Committee, oversees the use of annual Family Association funds.

**Academic Program**

The head of school supports the development and implementation of an educational program that meets the needs of its students, reflects the School’s values, and complies with Costa Rican educational requirements as determined by Costa Rica’s Ministry of Education (MEP).

* Supervises the academic subdirector.
* Builds the master schedule (daily class schedule) for grades 1-12.
* Leads one school assembly a week for all students and staff.
* Plans and organizes in-service programming for staff in August and January.
* Coordinates and organizes professional development opportunities for staff.
* Oversees and coordinates international exchange programs.
* Assists with all U.S. college/university applications.
* Serves as the Administrator for College Board testing (SAT and AP).
* Coordinates all US purchases and subscriptions.

**Communication and Public Relations**

The Head of School communicates effectively with all facets of the school community, including the Friends Meeting, teachers, students, parents, and the Monteverde community as a whole.

* Communicates through the weekly newsletter, letters, reports, and other written documents.
* Ensures that the School’s mission and values are communicated effectively to all groups (students, parents, staff, and the broader community).
* Collaborates with the Family Association to ensure effective communication between families and the school.
* Maintains a close working relationship with the School Committee and the Meeting.
* Participates actively in school events.
* Collaborates with the administrative assistant to welcome volunteers and community interns as appropriate.

**Escuela de los Amigos de Monteverde**

**Descripción del puesto de director de escuela 2025**

El/La director/a de la escuela es responsable de la dirección, el liderazgo y la gestión general de las operaciones diarias del colegio, así como de garantizar el cumplimiento de su misión. Reporta directamente al Comité Escolar para implementar su plan estratégico y su visión para el futuro del colegio.

**Responsabilidades de liderazgo**

El/La director/a de la escuela dirige la escuela en la realización de la visión, misión y filosofía de la escuela.

* Establece un tono que refleja los valores fundamentales de la Escuela y sirve como modelo de esos valores en todas las acciones y comunicaciones.
* Fomenta un sentido de comunidad en la escuela trabajando en equipo con el personal, el Comité Escolar y otras personas involucradas en la escuela.
* Garantiza que la misión y los valores de la escuela se reflejen en todas las decisiones sobre programación y contratación.
* Supervisa el desarrollo y la implementación de programas para mantener la visión a largo plazo de la escuela.
* Promueve los valores cuáqueras en todos los niveles de interacción escolar.
* Garantiza la gestión fluida de las operaciones escolares.
* Implementa el plan quinquenal más reciente de la escuela en comunicación con el Comité Escolar.
* Participa en la resolución continua de problemas para promover relaciones saludables dentro de la comunidad escolar.

**Responsabilidades Administrativas**

El/La director/a de la escuela es el/la administrador/a principal del centro, brinda apoyo a todos los maestros, al personal y a los alumnos, y ejecuta las decisiones para garantizar el mejor programa escolar posible.

* Actúa como presidente del Comité Directivo de la escuela para planificar todas las reuniones del personal.
* Es responsable de la contratación, retención, evaluación y despido del personal y el cuerpo docente, lo que incluye convocar y liderar los comités de contratación para cada puesto vacante.
* Supervisa a todo el personal, incluyendo la aprobación de ausencias, días libres por motivos personales, etc.
* Asigna responsabilidades al personal, incluyendo comités, tareas diarias y asambleas.
* Establece la carga de trabajo de los maestros y el porcentaje de tiempo para el personal a tiempo parcial.
* Colabora con el subdirector académico para promover y garantizar la excelencia en la formación del personal, promoviendo y proporcionando desarrollo profesional basado en las necesidades actuales del personal.
* Trabaja con el subdirector académico para garantizar que haya maestros sustitutos disponibles para cubrir las clases.
* Implementa, revisa y modifica las políticas escolares, las descripciones de puestos, los manuales y los procedimientos en colaboración con el Comité Escolar. (Esta labor se lleva a cabo con el apoyo del presidente del Comité Escolar y del Subcomité de Gobernanza).
* Supervisa y coordina todas las decisiones de admisión.
* Colabora con el/la director/a de Comunicaciones y Divulgación para reclutar estudiantes internacionales.
* Forma parte del Comité de Normas de la escuela para garantizar que las decisiones disciplinarias reflejen los valores y la filosofía de la escuela.
* Actúa como enlace principal entre el personal escolar y el Comité Escolar.
* Actúa como enlace principal entre la escuela y la Asociación de Familias.
* Actúa como enlace principal entre la Escuela y la Junta Mensual de Cuáqueros, lo que incluye representar a la escuela en la Reunión Mensual de la Junta.

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