

# Monteverde Friends School

Monteverde, Puntarenas, Costa Rica

[employment.mfs@gmail.com](mailto:employment.mfs@gmail.com)

Phone/Fax: 011 506 2645-5302

## **Monteverde Friends School seeks a Head of School to begin 1<sup>st</sup> of July 2015.**

*Surrounded by nature, supported by love, we work and grow in community that our lives may contribute to a more just, peace-filled and hopeful world*

Under the care of the Monteverde Friends Meeting, Monteverde Friends School is a pre-K through 12<sup>th</sup> grade Quaker school in the cloud forest of Costa Rica. The school primarily serves local communities by educating children of families who value a Quaker education. Our small rural bilingual school welcomes diversity. We educate the whole person, nurturing each student's spiritual, intellectual, physical and creative potential. We endeavor to transform the lives of young people, that they may seek truth with curiosity and awe, and care for and honor all people and the earth.

We are bilingual Spanish-English, with English predominant. Students from our school follow many life paths, and we seek to prepare each one as best we can for what follows, be that university-level study in Costa Rica or abroad, or moving into internships and the work world. The school has approximately 112 students, mostly Costa Rican, in multi-grade classrooms, and about 25 full- and part-time staff.

We seek an educational administrator who can promote a supportive learning atmosphere; foster a sense of community; inspire and mentor teachers; and maintain good relationships among administration, staff, parents, and the community.

Job requirements include:

- relevant school leadership experience
- a minimum of five years professional teaching experience
- budgetary management skills and experience
- ability to communicate in Spanish and English
- a willingness to make a 2-year commitment

We strongly prefer someone who is:

- skillful at oral and written communication
- familiar with Quaker values and processes
- experienced in fund-raising

Salary range \$15,300 to \$16,300 at current exchange rate in salary and standard bonuses. Costa Rica has national healthcare. The school can facilitate housing and one child of each school employee is eligible for tuition waiver if accepted to the school. Monteverde Friends School salaries are commensurate with the local economy. The experience is rich and rewarding. Initial application documents are due by January 5th, 2015. To find out more about our school, please visit [www.mfschool.org](http://www.mfschool.org). Please direct any questions or other correspondence about this position to [employment.mfs@gmail.com](mailto:employment.mfs@gmail.com).

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## Head of School Job Summary

### **I. Leadership responsibilities**

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

- A. Sets the tone to insure a positive learning experience in and out of the classroom.
- B. Fosters a sense of community at the school, working as a team with staff, School Committee and others involved in the school.
- C. Participates in program development and implementation in order to maintain the long-term vision of the school.
- D. Encourages parent and community participation at the school
- E. With the School Committee, implements the strategic fundraising plan. Seeks and builds relationships with donors.
- F. Promotes Quaker values at all levels of school interaction.

### **II. Administrative Responsibilities**

The Head of School is the chief administrator of the school, working under the direction of the School Committee. He/she provides support for students, staff and teachers and oversees school finances and programs. The Head of School insures the legal and ethical integrity of the school.

- A. Presents the budget to the school committee for approval.
- B. Represents school at monthly Meeting for Business.
- C. Implements school policies as determined by the School Committee.
- D. Insures compliance with Costa Rican educational requirements.
- E. Is responsible for the hiring, evaluation and dismissal of staff and faculty.

### **III. Communication and Public Relations**

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

- A. Represents the school to the local and broader communities
- B. Interacts effectively with parents and facilitates communication between parents and teachers.
- C. Maintains a close working relationship with the School Committee and Meeting.
- D. Skillfully communicates through reports, newsletters, and other written documents