



Interim Head of School Scope of Work

Background: Pullman Community Montessori (PCM) is seeking an experienced school leader to provide interim leadership support, while the current Head of School is on leave. The Interim Head of School must have experience leading a supportive and accountable staff culture, building trust with families and the broader community, daily school operations and strategic planning, and overseeing a rigorous teaching and learning program rooted in place-based, experiential learning. PCM is undergoing significant challenges, including a call for a revocation of its charter contract by its charter authorizer. The school's Board of Trustees, engaged parent community, and dedicated staff are poised to make major changes to restructure the school to be a financially sustainable, safe, joyful, and meaningful learning environment for students. The Interim Head of School will be tasked with ensuring that the current school environment for students is operationally and academically sound so that this overhaul can occur.

Duration and Rate: This role would commence March 25, 2024, pending successful OSPI background check completion. This role would continue through April 12th, 2024, with the potential to extend beyond that, per mutual agreement between both parties. The Interim Head of School will support PCM for a maximum of 25 hours a week through April 12, 2024. The Interim Head of School should be available remotely or on-site for at least 60 minutes before school starts (7:30 AM) to support staffing needs and plans for the day, and spend 5 hours/day in total on-site during this period. The hours may need to vary slightly by day, based on critical evening meeting obligations. During the week of April 8th, when PCM is on Spring Break, the Interim Head of School will provide support related to revocation proceedings, including documenting progress and school model planning. The school will pay the Interim Head of School a rate of \$2500 for each week worked.

The primary duties of the Interim Head of School are:

Daily, On-Site Management and Support of Staff

- Oversee and manage daily master schedule to assess staffing needs and ensure supervision and coverage
- Serve as point of contact for all issues related to student safety and support in conjunction with Nautilus Team, Counselor and Director of Special Education
- Attend IEP and other student-related meetings as needed
- Empower and encourage staff, strengthening culture
- Observe, coach, and deliver feedback to teaching staff to improve instructional and classroom management practices, in alignment with the school's MTSS plan

- Coordinate weekly staff meetings, and additional check-ins, as needed, in coordination with Board
- Deliver professional development and on-going coaching on student behavior de-escalation tactics

School-Based Compliance and Operations

- Attend and report on enrollment, safety, staff, assessment, and instructional updates to the Board at monthly Board Meetings, and as needed at Special Meetings.
- Answer questions related to enrollment, safety, staff, assessments, and instruction from the school's authorizer in a timely manner.
- Provide student supervision during key transition points in the school day (morning arrival, lunch, and student drop-off)
- Provide operational support in conjunction with school operations staff

Stakeholder Relationship Management

- Send regular weekly communications and updates to families about classroom progress, assessments, and other key updates via ParentSquare
- Conduct in-take and work to address parent concerns, using the school's Grievance Policy and involving the Board of Trustees, when appropriate
- Attend Student Support Council subcommittee meetings related to school model, curriculum, instruction, and student support, based on availability
- Serve as a spokesperson for the school in media settings, as needed, and in close coordination with the Board of Trustees and upon receiving media training