SUSAN KAMBRICH

Summary of Qualifications

- Advocate and sustain a Montessori school environment that is conducive to best practices for students and staff.
- Promote staff development and implementation of curriculum, instruction, and assessment aligned with Montessori philosophy and methods.
- Manage financial and human resources effectively to meet the growing infrastructure needs of the school.
- Lead and positively influence a strong school and family community.
- Communicate with all members of the school constituencies effectively.

Professional Experience

Woodland Hill Montessori School, North Greenbush, New York May 2000-Present

Head of School

Manage, hire, supervise, and evaluate a staff of 50. Oversee fiscal and plant management of the school in partnership with Business Manager and Building Superintendent. Facilitate school activities, committees, and events. Report to a 15 member Board of Trustees.

Key Accomplishments:

- Grew annual enrollment by 52% in 8 years through effective marketing strategy, strategic curriculum, and creating a stellar regional reputation.
- Yielded strong annual budget surplus consistently 2000-2008, and balanced budget in 2009.
- Led the development of the middle school program, from designing the curriculum to marketing and staffing.
- Developed strategic plan and goals, mission statement and vision, and educational objectives; involved with SWOT analysis and community workshops to spearhead initiatives.
- Created and conducted yearly parent surveys to obtain feedback on curriculum and programming to implement changes, allocate resources, and increase overall satisfaction.
- Partnered with development consultant to create school's first feasibility study, capital campaign, and annual fund.
- Restructured administration and expanded faculty support by hiring a Development Director, Admissions Director, Facilities Manager, Network Administrator, Guidance Counselor, Reading and Language Specialist, and Office Coordinator to better meet the needs of the students.
- Increased revenue in summer, afterschool, and extracurricular programming.
- Spearheaded the application and securing of grants to provide funding of a new facility, new building additions, a mobile computer lab, Smart Boards, an athletic field, and chemistry equipment.
- Partnered with parent-led volunteer groups to support and improve the school grounds resulting in the completion of two playgrounds, an athletic field, and classroom gardens.
- Participated in the selection committee to locate new school site, school name, logo, and branding initiatives; represented owner in the project management process and development of the building construction. Initiated the addition of a 2200 square foot science lab and additional classroom. Integral role in the add-on of an 11,000 square foot performance space, gymnasium, cultural arts center, and office space that was opened in May 2009.

- Created a marketing strategy and improved communication channels including the website content, media press releases, public relations initiatives, and community outreach, through the newsletter, *Community Messenger*. Initiated membership of NAIS and NYSAIS, and the Albany-Colonie and Rensselaer Chambers of Commerce.
- Initiated new successful parent education programs, including 'The Voyage', coffee talks and guest speaker series to create awareness of the program, curriculum, and facilitate parental involvement in children's development.
- Implemented annual staff retreat, bringing in well-known speakers to promote team building and continuing education.
- Partnered with Sabre Technical Services to bring kid-powered electricity-producing playground equipment to the campus. Helped to develop relationship with sister school in Babati, Tanzania where similar energy producing playground equipment will help pump water at their school.
- Led the school through a year-long self-study in 2008-09 that resulted in reaccreditation through American Montessori Society and the Middle States Association of Colleges and Schools.

Other Work Experience:

Woodland Hill Montessori School / Montessori School of Albany 1995-2000
Lower Elementary Teacher (1995-2000); Board Trustee (1998); Educational Coordinator (1997)
Primary Teacher, **Woodland Montessori School**, Madison, WI 1992-1994
Toddler Head Teacher, **Woods Hollow Child Center,** Madison, WI 1991-1992
Upper Elementary Teacher, **Hudson Montessori School**, Hudson, Ohio 1989-1991
Primary Summer Teacher, **Fairbanks Montessori School**, Fairbanks, Alaska 1989
Kindergarten Teacher, **Dunbar Elementary School**, Tallmadge, Ohio 1986-1987

Education:

Kent State University, Kent, Ohio
Master of Education in Early Childhood Education, 1987
Bachelor of Arts in Anthropology, 1985
Washington Montessori Institute, Washington D.C.
Association of Montessori International Elementary Credential 6-12**,** 1989
Center for Montessori Teacher Education, New Rochelle, New York
American Montessori Society, Administration Credential, 2002
College of St. Rose, Albany, New York
Certificate of Advanced Study, certified as a principal in the state of New York, 2008
Rensselaer County Leadership Institute, Rensselaer, New York**,** Class of 2009
Rensselaer Chamber of Commerce year-long leadership development program
Association Leadership Certificate Program, College of St. Rose, Albany, NY, 2013-14

Leadership Service:

Hudson Valley Community College, Rensselaer, New York, 2005 - Present
Advisory Board Member, Teacher Education Program
Albany Institute of History and Art, Board of Trustees**,** Albany, New York, 2011-present, trustee.
New York State Association of Independent Schools, Board of Trustees, Albany, New York, trustee 2011-2012, treasurer, 2012-present.

Middle States Association of Colleges and School
Visiting Accreditation Team

- Team Member, Rock Brook School, Skillman, N.J. 2008
- Team Member, Acorn Montessori School, NJ, 2006

New York State Association of Independent Schools
Visiting Accreditation Team

- Assistant Chair, Metropolitan Montessori School, NY, 2009
- Assistant Chair: Riverdale Country School, Bronx, NY, 2007
- Team Member: Poly Prep School, Brooklyn, NY, 2005

Post-Graduate Coursework, Kent State University
Gender Equity Project, Teaching Science to Children. 1989-1990

Publications
"The Voyage, A Special Form of Parent Education," *Tomorrow's Child,* Montessori Foundation, Spring 2006.

"Students Can Thrive in a Multi-Aged Classroom," *Times Union*, Albany, NY, July 1, 2009.

Conference Presentations
Alternative Education Revolution Conference, "The Life of Maria Montessori," Albany, New York, July 2009.

American Montessori Society Fall Conference, "Beginning a Fundraising Program," Garden Grove, California, November 2008.

Montessori Foundation Fall Conference, "Assuming the Mantle of Montessori School Leadership: Challenges and Opportunities Facing the New Head," St. Petersburg, Florida, October 2008.

American Educational Consultants Bahcesehir University Conference, "Montessori Education" Istanbul, Turkey, June 2007.

Affiliations and Memberships

- Women in Development, Albany, NY
- Capital Area School Development Association
- Capital District Association for Women in Administration
- American Montessori Society, Heads of School Division
- Montessori Alliance of the Capital Region
- Association Montessori International
- New York Association of Independent Schools
- National Association of Independent Schools
- Albany-Colonie and Rensselaer Chambers of Commerce

Computer Proficiency

- Working knowledge of all Microsoft Office Suite products and QuickBooks