

# KIM BEDNAREK

[linkedin.com/in/kimbednarek](https://www.linkedin.com/in/kimbednarek)

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## HEAD OF SCHOOL

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A student-centric Head of School who received recognition for providing leadership and operations support to drive positive changes daily. A dedicated leader recognized for exemplary work ethic and repeatedly promoted to roles of progressive responsibility to champion school objectives. Possesses financial and budgetary acumen. Imbued with authentic commitment to Montessori pedagogy and best practice learning environments. Understands that a solid relationship between students, teachers, and parents are the true components to a student's academic and personal success. Collaborates successfully with faculty, trustees, and other senior staff to ensure the quality of curriculum to sustain personalized programs and processes that will support the development of students.

### Areas of Excellence:

Organizational Development – Strategic Financial Planning & HR – Project Management – Public Relations – Educational Leadership  
Montessori Program Management – Marketing – Public Speaking — Curriculum Design – Teacher-Staff Development

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## PROFESSIONAL WORK EXPERIENCE

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THE DISCOVERY SCHOOL, Jacksonville Beach, FL

2010 to Present

### Head of School

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Employ focus, attention to detail, and reliability to oversee and guide operations, staffing, and the academic development of 260+ students in the Montessori-IB school. Effectively lead a staff of 50+ while coordinating the creation, implementation, and evaluation of student-centered programs and services. Team up with the faculty and board of trustees to support the strategic vision for the organization. Support active PTO volunteer corps as key stakeholders involving school improvement and innovation.

#### Key Accomplishments:

- ⇒ Finalized inaugural American Montessori Society and Florida Council of Independent Schools accreditations; International Baccalaureate authorization.
- ⇒ Optimized enrollment growth and retention rates.
- ⇒ Contributed to the doubling of the campus size through land acquisitions.
- ⇒ Facilitated construction of expanded Toddler, Primary, Elementary and Middle School buildings.
- ⇒ Provisioned a LEED multi-purpose building.
- ⇒ Completed the rebranding of the school.
- ⇒ Completed multiple million+ dollar campaigns to support future development of the school.
- ⇒ Tactically secured an Altitude Learning (Project Based) partnership to enhance home-school communication.

DISCOVERY MONTESSORI SCHOOL, Jacksonville Beach, FL

2004 to 2010

### Co-Head of School (2008 to 2010)

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Aligned with the Co-Head of School to administer operations, staffing, and the development of students to meet and surpass goals while creating a mission-driven school experience. Led all public relations initiatives and community partnerships while helping the staff and the board with developing and stewarding the strategic vision.

#### Key Accomplishments:

- ⇒ Headed the professionalization of admission and human resource processes.

### Associate Head of School (2007 to 2008)

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Assisted the Head of School in meeting and attaining operational and strategic goals. Continuously focused on supervising the administrative office, school-wide communication efforts, fundraising, and associated marketing and community relationships.

### Director of Admission & Public Relations (2004 to 2007)

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Proficiently recruited families while managing admission/retention processes, support services, enrichment offerings, and summer camp. Delivered short- and long-term planning. Advised and delivered information to the Head of School and board of trustees while remaining hands on with marketing, branding, and social media.

## CAREER NOTES

SOUTHLIGHT PUBLISHING, Saint Simons Island, GA <b>Director of Marketing</b>	2002 to 2004
UNIVERSITY OF FLORIDA, Gainesville, FL <b>Information Specialist &amp; Editor</b>	1997 to 1999
RANCH HAND, Portland, ME <b>Sous Chef &amp; Horse Care</b>	1996 to 1997
PRIVATE FISHING COMPANY, Juneau & Kenai, AK <b>Fishing Boat Charter &amp; Set-Net Crew</b>	1992 to 1996
BRIDGE OVER TROUBLED WATERS, Boston, MA <b>Residential Counselor &amp; Volunteer Coordinator</b>	1993 to 1994
CLOSE-UP FOUNDATION, Washington, D.C. <b>Program Instructor</b>	Jan. to May 1992

## EDUCATION & CERTIFICATIONS

JACKSONVILLE UNIVERSITY  
**Master of Business Administration (MBA) with Honors, Leadership Development**

UNIVERSITY OF NEW HAMPSHIRE  
**Bachelor of Arts in English (Minor in Marine Biology)**

CENTER FOR MONTESSORI TEACHER EDUCATION  
**American Montessori Society Administrators Credential**

**Florida Directors Credential, 2010**

## VOLUNTEERISM

Leadership Florida Education Class IV | Sept. 2018 to Jun. 2019  
Board of Directors – Florida Council of Independent Schools | Nov. 2014 to Jun. 2019  
Women’s Giving Alliance, Advocacy Group | Feb. 2018  
American Montessori Society Leadership Development Committee Member | Sept. 2012 to Sept. 2016  
FCIS School Accreditation Team Chair & Member | Sept. 2014  
Julia Landon Middle School Advisory Council Member | Aug. 2011 to Jun. 2014  
Jacksonville Beach Elementary School Advisory Council Chair | Aug. 2010 to Jun. 2014

Partnered with the White Oak Conservation Center to inspire youth philanthropy and experiential learning with a focus on ecological literacy. The concept was designed to empower students to become change agents, inspiring the next generation of conservationists, and bringing real world science to the classroom with access to scientists and field work. | 2010-2020