

## Executive Director of Community Montessori School

### JOB DESCRIPTION

**TITLE:** Executive Director of Community Montessori School

**SALARY:** (\$75,000 - \$110,000), Exempt

### JOB PURPOSE STATEMENT

The position of Community Montessori School Executive Director is to serve as the educational leader and chief executive officer of the school and, as such, to be responsible for the direction of the school's educational program in alignment with the AMI Montessori principles and the CMS 5-year strategic plan. The Executive Director is also responsible for the operation and management of the school's facility, legal and regulatory compliance, budget development, and establishment of effective community relations.

### ESSENTIAL JOB FUNCTIONS

- **Facilitate** the school improvement process with the effective use of formative and summative data to determine decision making
- **Develop, enhance, and sustain** school policies and procedures that align with legal and regulatory requirements.
- **Establish and maintain** an effective learning climate in the school.
- **Provide** leadership in the development of the instructional program, based upon AMI standards.
- **Leads** meetings (e.g. staff, townhalls and Board of Director etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school objectives.
- **Evaluates** personnel for the purpose of ensuring standards are achieved and performance is maximized.
- **Supervises** instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving over-all objectives of school's curriculum.
- **Administer** the school and its instructional program in all its facets.
- **Supervise** all support services, including custodial, construction/maintenance, and recreational programs.
- **Supervise** all specialized programs (Learning Support, AfterCare, etc.) to enhance individual student educational growth and development.
- **Supervise** the school staff and be **responsible** for the recruitment, screening, hiring, training, assigning, and evaluation of the staff.
- **Supervise, administer, and allocate** the building's financial budget and make decisions for its use.
- **Establish** guides for proper student, parent and staff conduct and **maintaining** these behaviors
- **Utilize** all resources of the school and the community in developing the most effective educational system.
- **Communicate, interpret and implement** board policies, administrative regulations, and negotiated agreements.
- **Collaborate** with the Board of Directors to govern the school with strategy that aligns with the mission, vision and values of the organization.
- **Initiate, design, and implement** programs to meet specific needs of the school and its students through the promotion of differentiated instruction within the AMI standards.
- **Develop** school plans and organizational procedures for the health, safety, discipline, and conduct of students.
- **Ensure** that all school activities are adequately planned and supervised.
- **Prepare and supervise** the preparation of reports, records, lists, and all other paperwork required or appropriate to regulatory bodies (AMI, state and local entities)

- **Assist** department personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Acts** as a teacher as needed.
- **Continues** to grow professionally by attending professional meetings, reading professional journals, etc.
- **Perform** other duties, as assigned.

## **JOB QUALIFICATIONS**

Education:	Master's degree in educational administration or the equivalent. AMI Montessori training in at least one level (toddler, primary, elementary, or adolescent) – more than one level of AMI Montessori training is preferred.
Experience Required	Experience in developing, implementing, articulating and evaluating curriculum and instructional strategies consistent with Montessori principles is required.
Experience Preferred	Prior experience in academic leadership and management is preferred
Skills	Skills to appropriately manage personnel and programs, communicate effectively, problem solve
Knowledge	Knowledge of curriculum, AMI standards, and State/Local regulations
Abilities	Abilities to provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.
Licensure	AMI Certification
Terms of employment	Contract based.
Evaluation	Performance of this job will be evaluated annually in accordance with provisions in Board of Directors Policies.

## **APPLICATION**

To be considered for the position, applicants are required to submit application materials to the Community Montessori School Board of Directors. A complete application will consist of the following (applicants who do not submit a complete application packet will not be considered for this position):

- Letter of Interest
- Current resume
- Three (3) current letters of recommendation
- Copy of any licenses required
- Unofficial transcript(s) of undergraduate and graduate coursework.

## **ADDITIONAL INFORMATION**

**Equal Employment Opportunity:** Community Montessori School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. All your information will be kept confidential according to EEO guidelines. We are welcoming applicants with diverse lived experiences to join our team!