

Montessori



## **Job Description & Specifications: Program Director**

**Department:** Leadership

**Contract Type:** Salary (Exempt) / 12 month

**Description:** Ensure that the MCH mission statement is the foundation of their program.

### **Basic Qualifications:**

- Montessori Certificate (at appropriate level)
- Bachelor's degree
- 5+ years relevant teaching experience
- 1+ years relevant leadership experience
- A compassionate, nurturing attitude
- Effective written and verbal communication skills
- Able to pass background check
- Comfortable using and learning new technology

### **Physical Requirements:**

- Must be able to keep children in visual and auditory range at all times (when in the classroom)
- Must be able to move from child to child around the classroom and on the playground, including, squatting, bending to be on the child's eye level, and sitting on the floor
- Must have the ability navigate uneven outdoor terrain for limited periods of time in various mild to moderate weather conditions
- Must be able to lift to 50 pounds occasionally and 20 pounds frequently
- Must be able to use a three-finger grasp
- Must be able to pass TB Test
- Must be able to provide evidence of MMR vaccine, immunity, or exemption

### **Responsibilities:**

**Oversee educational standards of their program ensuring Montessori best practices and monitoring student outcomes.**

- Coordinate and supervise curriculum planning and development.
- Inventory, monitor, and maintain pedagogical and other classroom materials for their program ensuring quality standards are maintained for all purchased and hand-made materials.
- Provide support and oversee curriculum content and delivery of specialists and enrichment providers connected to their program.
- Support students transitions in/out of their program; collaborating, as appropriate, with other Program Directors, teachers, or administration as needed.
- Oversee assessment testing, as appropriate for age level.
- Collaborate on needed student accommodations and/or interventions as needed with Student Support Team.
- Ensure accurate record keeping and parent communication best practices are being maintained within their program.

**Support professional development and growth of all staff.**

- Provide timely feedback, resources and participate in coaching and mentoring processes where appropriate.

- Fosters a culture of classroom observation, performing consistent classroom observations and providing opportunities for other to do observations.
- Ensures 1:1 staff meetings to promote transparency and healthy culture within the program.
- Plan and execute effective team meetings, acting as leader for all team sociocracy circles.

**Ensure that individual and collective responsibilities are met.**

- Collaborate on scheduling with Operations Manager.
- Participate in process of routinely reviewing Essential Expectations for staff in their program.
- Upholds standards of essential expectations in regular performance of job responsibilities.
- Oversee hiring and training of new faculty in their program and participate in hiring of new leadership and administrative staff.
- Collaborate with the Head of School regarding annual employment agreement renewal process
- Perform classroom responsibilities to provide support in classrooms staff as needed.

**Maintains and develops and supports healthy relationships with families in their program, and the community as a whole.**

- Oversee development and implementation of parent education content and events.
- Support Parent Volunteer organization and oversight.
- Ensure timely and accurate completion of progress reports within their program.
- Support parent-teaching conferences, participating in specific conferences as needed.
- Support EC parents at the beginning of the year or whenever a new child enters the program including I/T move-overs, through new parent orientation, respond to transition phone calls by checking on the child
- Support faculty-parent communications, persistence concerns, or conflict resolutions as needed.
- Represent their program at MCH community, parent education, and other events.

**Collaborates with MCH leadership and administrations.**

- Attend and participate in school Leadership meetings, including annual planning retreat.
- Manage the budget for their program.
- Supervise and collaborate with Operation Director for events and enrichment activities (including field trips if age appropriate).
- Participate in In-Service planning and execution with the leadership team.
- Support state licensing regulation requirements as necessary.
- Support Montessori accreditation process.
- Liaise with the administration about staff and faculty, parents, marketing, facilities, operations, events as needed to perform job responsibilities.

**Other job duties as assigned.**

**Training and Certification Expectations:**

- First Aid/CPR certification (within 30 days of hire)
- Maintains WA DCYF Continuing Educations Requirements (10 "STARS" hours per year)
- Positive Discipline Certified or MCH approved alternative (within 2 years of hire)

***All employees of Montessori Children's House are expected to support our mission and vision and strive to represent our Characteristics of Professional Excellence.***

**MISSION**

Nurture AND Nature; developing your child's individual passions and strengths.  
Because today's child is tomorrow's future.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not included as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.