



School Director Job Description
Morning Star Montessori School
Troy, NY

Our Mission:

Morning Star Montessori School strives to provide authentic and affordable Montessori education to the families of Troy and beyond. Partnering with the families of our students, we work to instill a love of learning, and a deep respect and appreciation for others and the environment.

Position Overview:

We are seeking a highly skilled and passionate School Director to join our Montessori school. As the Director, you will be responsible for overseeing the academic programs, curriculum development, and educational policies of the school. You will play a crucial role in maintaining the high standards of Montessori education and ensuring the overall growth and success of our students.

Responsibilities:

Academic Oversight: Develop and implement a comprehensive and progressive Montessori curriculum that aligns with the school's philosophy and objectives. Monitor student progress, assess educational needs, and collaborate with teachers to design and implement individualized learning plans. Stay updated with the latest research, trends, and best practices in Montessori education, and participate in relevant professional development activities.

Staff Supervision & Classroom Environment: Supervise and evaluate teaching staff, provide feedback, and implement strategies to enhance their instructional practices. Ensure that the classrooms are well-equipped with Montessori materials, maintain a safe and stimulating learning environment, and promote a culture of respect and engagement. Work with the Board of Directors to fill open positions and oversee hiring process and new-hire training. Conduct routine staff meetings and set goals for teachers.

School Operations: Maintain classroom paperwork and student records including emergency contact information, and ensure emergency drills and procedures are conducted and documented. Track tuition preferences and monitor invoices and payments.

Family Enrollment: Manage school calendar and schedule events throughout the year, plan and attend Info Sessions/Open Houses for prospective families. Manage incoming enrollment inquiries and schedule classroom observations and child visits. Maintain applications and family enrollment paperwork. Assist with enrollment for toddler program.

Parent Communication: Foster effective communication with parents regarding their child's academic progress, curriculum updates, and provide guidance on Montessori principles and practices. Address parent questions and concerns, answer time-sensitive emails and texts, oversee parent-teacher conferences, and send monthly school newsletter. Utilize Slack, MailChimp, and Kaymbu to communicate with families.

Marketing & Community Engagement: Manage and update website, design advertising materials for community events and libraries, attend local events, farmers market, preschool fairs, etc. Plan annual moving up ceremony. Foster positive relationships with the wider community and promote the school's reputation as a leading Montessori institution through networking, outreach, and community involvement.

Qualifications:

- Bachelor's or Master's degree in Education or a related field (Montessori certification preferred).
- Extensive experience working in a Montessori environment, preferably in a leadership role.
- Strong knowledge and understanding of Montessori philosophy, methodology, and materials.
- Excellent leadership, organizational, and communication skills.
- Ability to inspire and motivate teachers, staff, and students.
- Commitment to providing a nurturing, inclusive, and culturally diverse educational environment.
- Familiarity with educational regulations, policies, and accreditation processes.
- Strong problem-solving skills and ability to make informed decisions.
- Proficient computer skills for curriculum planning, record-keeping, and communication purposes.

Details:

- Hours: 25-30 hours/week
- Salary: \$29,000/year
- Summer hours reduced/work from home

As the Director at Morning Star Montessori School, you will have a unique opportunity to shape the educational experiences of our students. If you are passionate about fostering a love for learning, cultivating an environment of child-directed work, and making a lasting impact in the lives of children, we invite you to apply for this rewarding position.

Please submit your resume and letter of interest to
learn@morningstarmontessorischool.org

Morning Star Montessori School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Morning Star Montessori School makes hiring decisions based solely on qualifications, merit, and business needs at the time.