



Shining Mountains Montessori School

## **School Director Job Description**

### **Position Description**

The School Director will be responsible for the overall management and daily operations of the preschool, including the following specific duties and responsibilities:

### **Day-to-day Management/Operations**

Plan, organize, direct, manage, and supervise programming.

Facilitate positive relations among SMMS staff, children, parents, the Executive Director and Board, local organizations, and CO State Licensing.

Provide support as a supervisor and leader to all SMMS community persons and entities, through open, warm, and cooperative means of communication.

### **Program Development**

Develop, maintain, and modify SMMS curriculum, meeting the needs of enrolled children and remain current within the developments of preschool education.

Work alongside the Executive Director to maintain high-quality, licensed Montessori childcare.

Work alongside the Executive Director to plan for the expansion of high-quality, licensed Montessori childcare at other program levels.

Develop and define policies and procedures for admission, attendance, tuition, and educational goals, and establish any other policies, procedures, and rules pertaining to operations as they become necessary.

### **Staff Hiring/Supervision/Relations**

Determine the needs for, and coordinate the recruitment of SMMS staffing needs.

Provide regular review and evaluation of staff members. Guide/mentor staff members to improve performance, when necessary.

Oversee and assist staff members in administering, planning, and evaluating Montessori and supplemental curriculum, activities, and lesson plans to promote developmentally-appropriate learning.

Train and supervise staff through regular meetings and training sessions, and by providing classroom support, when necessary.

Hire and arrange for substitute help, and serve as a substitute as needed.

## **Administration**

Act as the primary responsible party for day-to-day operations of SMMS, including scheduling staff, assigning staff responsibilities, and managing classroom resources.

Ensure compliance with all licensing requirements and state, county, and local laws, rules, and regulations.

Serve as the primary point of contact for daily operation questions and concerns, whether shared by SMMS families, TOBV, or Licensing.

Report violations and concerns to the appropriate agency, when necessary.

Plan and implement health and safety programs, emergency procedures, and facility and equipment safety policies.

Manage all aspects of student enrollment, including waitlist and acceptance policies.

Maintain complete records pertaining to the administration and operations of SMMS, including attendance, progress, and health information for students.

## **Financial Management**

Operate the school within approved budget guidelines and notify the Executive Director of any expected/actual variances.

Ensure the collection of all tuition from enrolled students.

Ensure purchases and expenses are maintained in accordance with the SMMS budget and any financial policies and procedures.

## **Communication and Leadership**

Develop a strong rapport with the local communities by attending planned and Ad Hoc meetings.

Present monthly reports to the Executive Director with operational updates and financial/budget information.

Respond to communications from any parents, governmental authorities, and the Executive Director in a timely manner.

Regularly communicate with parents to provide updates and transparency and promote understanding of the school's daily operations.

## **Miscellaneous**

As a Director, the responsibilities for this position may evolve and include other responsibilities and duties not specifically enumerated by this job description.

The Director shall be required to perform all other duties as assigned by the Executive Director, or by necessity of the position or as incidental to the Director position, regardless of whether such duty or responsibility is specifically enumerated in this description.

Create and update profile in Colorado Shines (PDIS).

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## **Job Requirements**

The Director must have a B.A. or B.S. preferably in ECE AND a MACTE-accredited Montessori teacher training credential for Infant and Toddlers or Primary (Children's House, 2.5-6). Must hold a current Large Center Director qualification letter from the State of Colorado Division of Child Care. The Director must be CPR, First Aid, and Standard Precautions certified (or willing and able to obtain certifications within 30 days of hiring).

## **Preferred Qualifications**

SMMS prefers that any Director candidate meets the following qualifications, but will consider any applicant that meets the qualifications stated in the Job Requirements, above:

Access this [Chart](#) clarifying Early Childhood Teacher Qualification Pathways. For this position, SMMS requires the completion of a MACTE-accredited Montessori Children's House/Primary/2.5-6 teacher training and at least one year of experience as an Lead Guide in the classroom.

CDEC [Large Center Director Qualification](#), or willingness to receive within one year of employment.

Proficiency in Google Platform programs (Docs, Excel, Drive, Calendar, etc.;).

Capable administrative and organizational skills.

Strong financial understanding and ability to produce, read and interpret financial statements.

Adept communication skills.

Strong skills for patience and cooperation in dealing with parents, staff, and authorities.

No criminal record or child offenses.

### **Hiring and Accountability**

This position reports to the SMMS Executive Director.

### **Compensation**

Hourly position ranges between \$23-25 per hour.

To apply, send Resume and Letter of Interest to Katie Tilt: [katie.tilt@smmsbv.org](mailto:katie.tilt@smmsbv.org)