

# COLLEGE OAK

## MONTESSORI SCHOOL



## College Oak Montessori School Director

**Full Time, Exempt Position (40 Hours/Week)**

**Annual Salary: \$65,000 - \$75,000**

**Please submit Cover Letter and Resume to [crystal@collegeoak.org](mailto:crystal@collegeoak.org)**

*Do you want to make a difference in the lives of children and families in Santa Rosa and Sonoma County? Are you dedicated to early childhood education in the Montessori tradition?*

College Oak Montessori Schools (COMS) is looking for a passionate and motivated Director of our preschool. Reporting to the Board of Directors, the Director is responsible for the successful management of all aspects of the program: Montessori curriculum management; overseeing staff supervision, training, and scheduling; school planning; facilities management; community outreach; and fiscal sustainability. The Director also ensures that all enrolled children receive high-quality care based on the guidelines and requirements of the California Department of Education, Early Education Division.

### **Primary Duties and Responsibilities**

#### **Leadership and Administration:**

- Develop and implement the school's vision, mission, and strategic goals following a Montessori approach to education, respect for/service to young children, and stewardship of the Earth.
- Provide strong leadership and guidance to the teaching staff and support personnel.
- Ensure compliance with all relevant regulations, policies, and licensing requirements.
- Manage the school's budget, resources, and facilities to be safe and sustainable.
- Work collaboratively with the Board of Directors and participate in committees when relevant.
- Support fundraising efforts such as special events, grant writing, alumni outreach, etc.

#### **Staff Management and Development:**

- Responsible for direct supervision of Lead Guides and other direct reports, including Office Manager/Associate Director, Kitchen Manager, and Outdoor Environment Manager.
- Provide ongoing and appropriate coaching, guidance, Montessori education, and support to members of the COMS community including staff, parents / guardians and Board of Directors.
- Lead, organize and/or participate in staff meetings, scheduled trainings, monthly office staff meetings, and Board of Directors meetings.
- At times, the Director will function as a Part-time Guide in the classroom when required.

**Parent and Community Education:**

- Establish and maintain strong relationships with parents, ensuring effective communication and involvement in their child's education.
- Collaborate with community organizations and agencies to enhance the preschool's programs and services.
- Organize and facilitate parent education opportunities.
- Maintain/improve all systems related to enrollment including recruitment, waiting list, tours, retention, etc.
- Instill a passion for exploration and learning early on with young children and their families.

**Skills and Qualifications**

- BA or higher in Early Childhood Education or Administration or related field
- Site Supervisor or Child Development Center Program Director Permit
- Knowledge of current trends in parenting, child care and child development.
- Strong leadership and people skills with ability to hire, train, coach and motivate staff.
- Excellent verbal and written communication skills and ability to work with persons from various social, cultural, economic and educational backgrounds.
- Effective writing skills including proposals and reports.
- Strong organizational skills and attention to detail.
- Demonstrated proficiency with computer technology, Google Suite and/or Microsoft Office Programs, internet and data analysis.
- Valid California driver's license and insured automobile.
- Available to work evening and weekend hours as needed.

*College Oak Montessori School is an equal opportunity employer. COMS seeks to celebrate diversity in our community, integrating diversity and inclusion throughout every aspect of our school's activities.*