

Employment Opportunity

MONTESSORI CENTER ROOM

2505 Riverside Drive • Cincinnati, Ohio • 45202

Executive Director

Montessori Center Room (MCR), a provider of early-childhood education and after-care in Cincinnati for over 50 years, is seeking a dedicated and enthusiastic full-time Executive Director.

A high-quality, authentic Montessori educational experience has been paramount to the success of the school as a private, non-profit, parent-coop school.

MCR serves students from age three through kindergarten and is centrally located in the East End, a socio-economically diverse neighborhood along the Ohio River.

The ideal candidate will be passionate about the Montessori philosophy and education of young children. The position requires exceptional business, communication, leadership and decision-making skills to lead our dynamic, child-focused, parent-driven school community.

The Executive Director will work closely with MCR's Board of Directors, the Education and Enrichment Coordinators and a highly energetic and devoted staff and parent community to carry out the school's mission to provide young children with a quality Montessori learning experience.

Administrative responsibilities include, but are not limited to: management and support of staff; maintenance of student, staff and school records; implementation of marketing; growth of annual enrollment; parent engagement and fundraising; and maintenance of financial records (by working closely with the school's bookkeeper).

An Associate or Bachelor's Degree is required. Montessori experience is preferred, but not required, as superior leadership and organizational skills may prove more valuable.

To Apply

In a single attachment, please email a cover letter, resume and two professional references (please include contact information and association to you) to:

mcrboard@montessoricenterroom.com

Please use the subject line: Executive Director – Montessori Center Room

No phone calls or email inquiries please.

