

Deschutes River Montessori

Job Title: Executive Director/Co-Director

Job Description:

Summary:

Administers and implement the school's broad educational mission and policies; provides day-to-day educational leadership for the school.

Duties and Responsibilities include the following. Other duties may be assigned.

Strategic Planning

1. Creates an appropriate and strong management team and teaching staff
2. Promotes an internal organization that permits effective communication at all levels
3. Works to produce smooth day-to-day internal operations
4. Develops strategic and tactical plans for the school

Program Development and Implementation

1. Designs, implements and administers student programs and service consistent with the values and teaching styles of the American Montessori Society
2. Develops systems of scheduling to accommodate such programs and services, including early morning care and extended day programs
3. Assures the curricular scope, sequence, and instructional strategies reflect Montessori philosophy and goals; provides leadership in the process of curriculum development; provides assistance and support to staff in their efforts to develop such curricula
4. Maintain thorough knowledge of the State Office of Childcare Rules for Certified Centers, as well as all center policies

Enrollment

1. Works with the Operations Director to establish and administer standards and procedures for admission and dismissals including daily schedule/operational changes
2. Recommends enrollment objectives and executes programs to achieve them

Personnel

1. Defines the faculty and staff positions needed to implement the school's program
2. Works with the HR Director to recruit highly effective teachers and staff to fill such positions
3. Disciplining employees; addressing complaints and resolving problems. Dismisses employees as needed.
4. Conduct formal and informal observations and check-ins with teaching staff. Assesses performance and provides staff evaluations
5. Establishes practices and procedures to promote harmonious and constructive relationships among staff; consciously works to establish an atmosphere of team building and planning; conducts regular staff meetings and team building events and activities

Service Support

1. Works with staff to identify curriculum needs related to teaching materials, faculty and program support
2. Holds general program responsibility for the safety and well being of all students
3. Strives to create and maintain an aesthetically attractive school environment

Finance

1. Prepares a complete annual budget
2. Ensures the available financial resources are carefully managed within the budgetary guidelines
3. Prepares monthly financial statements concerning the school's financial health, assisted by the operations director
4. Invoice tuition and dues, ensure payment

Community Relations

1. Encourages meaningful parent participation in events and parent education to aid and support the goals of the school
2. Serves as primary spokesperson for the school
3. Participates in planning for all fund-raising efforts
4. Communicates the school's unique vision and the value of the goals for which funds are being raised

Qualifications:

Education/Experience: Bachelor's degree from a four-year college or university, administrator experience, Montessori certification preferred and/or Montessori experience

At least 21 years of age and have completed either option one or two.

Option 1:

(A) At least one year of training and/or experience in management and supervision of adults; AND either (B) or (C)

(B) Have knowledge of child development for the primary ages served in the center, as evidenced by a combination of professional references, education, experience or training; OR

(C) Documentation of attaining at least step nine in the Oregon Registry

Option 2:

(A) One year of training and/or experience in management and supervision of adults OR have knowledge of child development for the primary ages served by the center as evidenced by a combination of professional references, education, experience or training; AND

(B) A plan, approved by Office of Child Care (OCC), that shows how the missing component in (A) above will be addressed and how the program will be operated until the director has obtained the training, experience or knowledge.

The director must complete OCC required trainings and certifications in the required time frames. Must have a clear background check. After hire, the

Director must complete 20 clock hours of training annually

Ability to read, analyze, and interpret the English language. Ability to respond to inquiries or complaints from families, staff, regulatory agencies, or members of the business community

To perform this job successfully, an individual must have knowledge of word processing software; Excel; internet software and database software

Organized, with excellent verbal and written communication skills

Enthusiastic about building community

Finds joy in children and is passionate about the Montessori philosophy

Brings an equity lens to the work

Has a strong sense of work-life balance and is comfortable holding their personal boundaries

Has the ability to remain flexible and quickly jump into problem solving as unexpected changes arise,

while keeping a positive attitude

Excellent listening skills and the ability to hold a posture of curiosity and empathy when responding to conflict or unclear communications between staff and/or families

Salary and Benefits

- This is a full-time, exempt, salaried position. Starting annual salary is \$48,000 - \$62,000, depending on experience and qualifications. Working hours include regular business hours, as well as occasional evening or weekend commitments.
- 10 days of PTO and 8 paid federal holidays. Four weeks' vacation.
- Health and Wellness stipend.
- Tuition discount for dependent children
- Professional development opportunities, paid by DRMS.

How to Apply

Please send the following materials via email to arrendrms@gmail.com.

Include in the subject line: DRMS Application for Center Director

Professional resume, including up-to-date contact information

A Cover Letter that addresses the following: Why are you interested in this position at DRMS?

A summary of your most relevant skills and experience; and what is your personal leadership style?

Three professional references.

Applicants must include all required materials in order to be considered, incomplete applications will not be reviewed by the hiring committee. This position will remain open until filled, with an initial review of applications starting February 1st with interviews commencing on February 6th.

We are located in beautiful, sunny Bend, Oregon!

"In a gorgeous high-desert setting at the foot of the Cascade Range, Bend is an ideal town for active [people] who want to move to a smaller locale near the wilds without giving up anything they left behind in the big city. Bend fits the bill with trendy shops, cafes, restaurants, bookstores, the latest and greatest health clubs, and major medical facilities. Outdoor recreation beckons in every direction, from hiking in the Cascades to skiing at Mount Bachelor and cycling along the Deschutes River Trail, which follows the scenic waterway through town." (Where to Retire, December 2010).