

Children's Meeting House Montessori school in Loveland, provides a structured, enriched education where children are empowered to learn and develop at a pace inspired by their own instinctive love of discovery. From preschool through middle school, students are guided, challenged and prepared for their futures using authentic Montessori lessons and materials. Nestled among seven acres of working gardens and natural woodlands, CMH is Cincinnati's premier Nature Montessori school, fostering a high level of academic success within an outdoor setting few elementary schools in Cincinnati can match.

I. Duties and Responsibilities

- A. The Director is ultimately responsible for the day-to-day operation of the school. The Director's most important responsibility is to ensure that every student is supervised at all times by well-trained and qualified staff members, while ensuring that the school's operations and programs are consistent with the principles and practices of Montessori education. Additionally, the Director ensures the school complies with all pertinent regulations, earns the respect of peers, employees, parents, and must be a model of professionalism for parents, children, and staff.

II. Code of Conduct

- A. As a model of professionalism for the community the Director will:
1. Maintain the confidentiality of sensitive information, respecting the privacy of students, staff, parents, and Board members. All matters for these stakeholders shall be handled with appropriate confidentiality, decorum, and professionalism.
  2. As a People Leader, demonstrate respect for people, humility, transparency, and deliver with focus.
  3. The Director will maintain appropriate professional boundaries with all stakeholders, avoiding any perceived or real conflicts of interest or inappropriate relationships. Avoid the perception of favoritism through the development of well documented and adhered to policy and procedures.
  4. Seek opportunities for continuous improvement, both personally and professionally, to better serve the school community

III. Leadership and Administration

- A. Support and implement the school's mission, values, goals, and policies as described in school handbooks for staff and parents. Provide visionary leadership grounded in Montessori principles to ensure the overall success and growth of the school.
- B. Demonstrate integrity, transparency, fairness, professionalism, and respect for people in decision-making, prioritizing the best interests of students and staff.
- C. Cultivate positive relationships with all stakeholders, including Children's Meeting House staff, board members, and current and prospective families and children, inspiring a sense of community and shared purpose. Support a culture of respect and engage staff in the responsibility of achieving goals.

- D. Collaborate with the board to co-develop and communicate a strategic plan for the school's future, using data to inform decision-making and ensure buy-in. Creates, updates, and maintains policies and procedures in partnership with the board. Exhibits a bias towards policy driven administration of business operations. Maintain stability, continuity, and build upon the existing strengths of the institution while addressing complex challenges creatively and fairly.
- E. Ability to give, receive, discuss, and address performance feedback with an open mind and growth mentality.
- F. Foster a culture of innovation and continuous learning, promoting the growth and development of both students and staff, in line with Montessori philosophy.
- G. Handle crises or emergencies calmly and effectively utilizing emergency management plans, prioritizing the safety and well-being of the school community
- H. Provides business and financial oversight.
- I. Supervision and Personnel
- J. Ensure traditional Montessori approaches to education and learning are instilled in staff and implemented in the classroom, while also giving teachers autonomy to teach and cultivate their environments utilizing their individual styles.
- K. Supervise and support faculty and staff, fostering a collaborative and high-performing team environment. Manage individuals and teams effectively, providing feedback, coaching, and opportunities for growth. Ensure all staff interact and communicate respectfully with co-workers, parents and children.
- L. Support teaching staff in the implementation of the Montessori curriculum, monitor effectiveness. Support the school's efforts toward achieving and maintaining Montessori professional standards.
- M. Support continuous improvement. This includes planning, implementation, monitoring and feedback.

IV. Tactical responsibilities include but not limited to:

- A. Staffing and supervision:
  - 1. Assist in selection and hiring of staff, ensure proper staffing levels and teacher-to-student ratios, provide onboarding and training, and actively lead teaching staff to effectively accomplish the school's goals and objectives.
  - 2. Oversee human resource management, with retention of staff as an objective.
  - 3. Schedule and facilitate staff meetings, in-service training, and disaster drills.

4. Implement a professional development program for staff members.
5. Perform annual evaluations and conduct all employee discipline in accordance with school standards.
6. Ensure all Administrative and Facility responsibilities have a backup beyond the Director.
7. Delegate to ensure success of all Duties and Responsibilities.

#### B. Business and Financial

1. Ensure all annual and periodic Children's Montessori House reporting requirements are met.
2. Maintain an active waiting list and maximize enrollment.
3. Ensure accurate billing and timely receivables.
4. Prepare tuition receipts for deposit.
5. Prepare business and financial reports for review.
6. Ensure all licenses and permits are current.
7. Develop and execute staff and family retention plans, recognizing and addressing the needs of both groups.
8. Leads the fundraising execution, cultivating donor relationships, and building strong alumni connections. Partners with the Board to ensure successful resourcing.
9. Lead the Grant execution to ensure timely completion and maximizing funding aligned to the school mission. Partners with the Board to ensure successful resourcing.

#### C. Communications and Marketing

1. Schedule interviews and conduct school visits for prospective new students and their parents.
2. Plan and communicate school community events to drive connection and belonging.
3. Respond to parent inquiries in a timely manner.
4. Communicate regularly to the school community.

#### *Important notes*

*Children's Meeting House Montessori reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, or transfer job positions, or assign additional job duties, depending on the needs of the company. Children's Meeting House Montessori is an at-will employer.*