



Director Job Description:

The Director is responsible for the general day to day operation of the company. The Director will always conduct themselves in a professional manner; as a representative of the company. The individual will oversee school culture, staff retention, build relationship with our families, enrollment and retention and other administrative and general duties. The Director is responsible for maintaining the harmony in the work environment, providing support for the teachers and caregivers so they can provide the best care, safety and healthy development of children as possible. The main duties will be administrative, but she should be ready and willing to work in a classroom whenever needed.

Leadership:

- Model appropriate techniques and behavior, and be an example to teachers and staff
- Attend team trainings conducted by a professional coach by zoom call, webinars, online training or by travelling to a conference.
- Attend business conferences that the Executive Director would see beneficial for the growth of the company and the individual
- Coach staff to make sure they are fulfilling their job requirements as well as working beyond their potential
- Collaborate with the Administration team to help build and maintain staff culture and growth
- Build a strong, positive rapport with staff and families
- Reinforce our school mission/vision and core values
- Conduct a morning daily huddle with Administration team so everyone is aware of what is going on in the building
- Greet families, staff and students every morning and afternoon with a welcoming smile and strong energy

Classroom Quality:

- Monitor teacher/child interactions, make encouraging recommendations for improvements
- Monitor the overall cleanliness of the classrooms and the school daily
- Complete observations of classrooms, teachers and staff to measure quality of program monthly

- Share findings with the lead teachers and Montessori Mentor to help enhance areas of growth
- Collaborate with the Executive Director on Professional Development opportunities to help benefit the teachers, staff and families
- Monitor the Montessori philosophy is being implemented and the teachers are readily changing out their materials to meet the needs of their students
- Ensure that the teachers are teaching Dr. Maria Montessori's philosophy
- Support teachers who need additional support for their students
- Review progress reports before parent teacher conferences
- Highlight each classroom in the monthly newsletter by collecting pictures and a write up from each lead teacher.
- Look for conferences and schedule school observations for staff to attend to further their knowledge and awareness in Montessori
- Provide guidance and support to families and staff for challenging behaviors
- Supports and accommodates children with additional services
- Help with outreach services to families who are in need

Staff Management:

- Help recruit and hire new staff as needed
- Conduct interviews to find the right candidate for the job position that is available
 - Set up fingerprinting for new hire
 - Obtain all new hire forms and video training certificates for employee file
 - Schedule and implement the onboarding process
- Continue to improve and develop the Onboarding process for all new hires, collaborate with the Montessori Mentor
- Conduct staff orientations and initial trainings, monitor progress
- Track training hours each year, ensure staff is in compliance with the required training hours, CPR/First Aid, TB test, etc,
- Re-enforce our schools' policies and procedures and make sure that the staff has a clear understanding of all the licensing and school rules and regulations on a daily basis
- Conduct yearly performance assessments on all staff members
- Help to maintain and continually build a strong staff culture based on our core values of respect, integrity, commitment, passion, and partnership
- Conduct monthly one on one's with the lead teachers and assistant teachers to make sure areas of growth are being met and concerns are addressed quickly and timely
- Provide swag, support and camaraderie to give staff to enhance our school culture and show appreciation
- Assist with staffing and ratios throughout the day
- Monitor time off requests and schedule changes
- Provide classroom support and coverage as needed even if it means you need to cover in a classroom
- Plan and organize quarterly team meetings
- Plan and organize monthly lead teacher meetings

- Document meetings for licensing and keep on file. All staff must sign in on an attendance sheet provided by you along with the agenda to the meeting
- Keep accurate records of teacher written warnings, verbal conversations, disciplinary actions, start and end dates
- Provide staff with training materials and resources
- Build morale and recognize and reward staff based on company core values
- Handle all smaller staff issues including but not limited to:
 - Requested days off and vacation approval
 - Staff call ins and schedule changes
 - Staff conflicts, with authority to send staff home, suspend or write up staff as necessary as well as terminate.

Regulations and Compliance:

- Assist and participate in the license renewal process
- Adhere to all state, local and center policies and regulations, including classroom ratios
- Plan and record Fire, Tornado, and other Safety Drills
- Stay up to date on licensing rules and guidelines and implement the changes within the school
- Perform the duties of licensee designee, making sure the rules are being followed at all times by the staff members
- Conduct walk throughs to make sure classrooms are in compliance of licensing rules and regulations
- Playground and classroom equipment is in good working order and is clean and is not broken
- Schools opening and closing processes are being followed by the staff to make sure the building is ready for the day and is locked up at night
- Review staff and student files monthly to ensure all forms are up to date
- Ensure all children have the proper enrollment forms in their files by their start date
- Ensure staff have adequate training hours that are required by the state and logged in their files by the end of the calendar year
- Following licensing procedures for an incident/accident with a student

Community Involvement:

- Participate in trainings and conferences
- Participate in the planning and hosting of school events such as open houses, special events, community fun day
- Participate in community events that will help build our school relationship with the communities

Parent Communication:

- Maintain positive relationship with current and future clients by greeting them, having positive conversations, contacting when necessary, and assisting with resolving issues
- Customer service and relationship building to new and existing families
- Resolve any issues that may arise and address them in a timely manner
- Monthly newsletters are to be sent out to ensure communication is always updated for our families
- Communicate any closings or pertinent information to our families via email
- Support parents styles, needs and choices with respect
- Keep our confidentiality policy in place when speaking with families and staff

Family Management:

- Build and maintain a positive family culture in line with our core values
- Understand our enrollment and project waitlist availability and space
- Provide stats on leads and inquiry of families
- Provide tours and ask for the enrollment
- Know transition dates for students and communicate with lead teachers and parents
- Collect all forms, payment and paperwork from families upon enrolling
- Schedule family visits before start date, collaborate with lead teacher on a good time based upon their availability
- Prepare for re-enrollment for current families every year in February, make sure to have agreement forms signed and deposit collected to secure spot
- Post and email families any news, alerts or information regarding events or closings
- Daily operating software systems are being used by staff and Administration
- Maintain positive relationships with families while enforcing our school policies
- Oversee proper communication is occurring between teachers and families
- Meet with parents regarding any behavior/development issues

General Office Duties:

- Be willing to perform a job or duty in the school as needed, and/or use problem solving skills to delegate or change duties for other staff
- Answer phone calls using a friendly voice and phone script
- Opening the office or closing down the office and school at the end of the day
- Making sure all staff and student files are up to date. Coordinate this with the Administrative Assistant
- Use our software systems such as CRM, google drive, kangarootime and any others that may be added by the Executive Director to ensure strong communication between staff, families, admin and owners
- Help create the school calendar yearly with the Executive Directors
- Create and implement a summer program for our preprimary students that enhances what we do throughout the school year but also includes in house field trips

Business:

- Maintain classroom and overall school operational budget
- Build business relationships with other businesses in our communities
- Collect parent and staff testimonials
- Provide program and project projections to Montessori Mentor
- Program expenses
- Report staff payroll hours and PTO requests to Finance Dept bimonthly
- Report tuition and fee adjustments to Finance Dept Monthly
- Annual licensing inspections schedule and file reports to provide the state when needed
- Attend weekly meetings with the Executive Director and provide up to date scorecard, issues and to do's
- Ensure Student billing plans are up to date in Kangarootime to ensure they are getting billed appropriately
- Shop for school supplies, office supplies, staff snacks, etc that are needed for the school
- Stick to the budget and make any requests for additional supplies through the Executive Director

Qualifications the Director must meet or be willing to meet:

- Experience in working in a childcare or school setting
- Have a minimum of 3 years' experience as Administrator or program director
- Knowledge of Montessori philosophy or have obtained a Montessori credential or willing to receive training in Montessori
- Previous experience in leading staff
- Strong leadership skills
- Positive mindset and radiant energy
- Creative critical thinking skills
- Relationship builder
- Knowledge and Understanding of MI childcare licensing rules and regulations
- Bachelor's degree in child development in early childhood education or child development, CDA, 18 semester hours in child development and a bachelor's degree in a child related field
- Have 2 semester hours of 3.0 CEU's in childcare administration, or be willing to obtain
- Never been convicted on child abuse or neglect and must pass a finger printing background check
- CPR/First Aid certified or willing to get certification
- Must be willing to travel to conferences for professional development opportunities and career growth
- Must be able to sit, stand, stoop, lift 30lbs or more, sit on floor and bend down to child's level

Additional:

- These job duties may be subject to change at any point as the Executive Director sees fit