

The role of the Director is varied but the primary role of the Director is to promote Children's House Montessori School as a viable alternative to public and religious based educational institutions and to offer the students, staff and parents a positive, Montessori experience. Duties for the Director will include the following items but will not be limited to the items.

1. Organizational Skills

The Director will maintain administrative records effectively and efficiently

- Ensuring all components of the registration process are planned, organized and implemented according to the schedule guidelines
- Organizing incoming information efficiently ensuring timely responses or follow-up contact to all requests, concerns or inquiries
- Ensuring all components of enrollment are organized, current and pertinent information is available to the staff
- Organizing monthly responsibilities proactively ensuring adequate time for preparation and implementation
- Keeping student records in a secured file adhering to guidelines for security and confidentiality
- Ensuring student emergency information and medical authorizations are current, the staff is informed of concerns and records are readily available to staff and the Director
- Ensuring student cumulative files are current
- Ensuring Title money from RCPS is secured, funds used and proper paperwork filed
- Maintaining a list of currently enrolled kindergarten and elementary students for Title accountability
- Processing student transfer requests in a timely manner
- Meeting BOD timelines for required reports and requested information

The Director will model good organization skills for staff through effectiveness and efficiency

- Ensuring supplies and requests from staff are requisitioned and distributed in a timely manner
- Ensuring s/he is knowledgeable in policies and procedures and can locate information pertaining to specific inquiries upon request
- Ensuring safety policies and procedures are current, and the staff is trained in each procedure
- Ensuring staff is informed about child abuse/neglect procedures
- Ensuring safety policies and procedures are practiced on a day-to-day basis

2. Fiscal Skills

The Director will maintain financial records effectively, efficiently and with confidentiality

- Ensuring all financial responsibilities including but not limited to submitting bills, signing checks, mailing payments and maintaining records are completed in a timely manner
- Ensuring families are billed for before school care, tuition and activity fees and default payments are addressed and collected
- Working with the book keeper to ensure payroll and bills are handled in a timely manner and all required or requested reports are completed according to the deadline and available

The Director will manage school financial responsibilities efficiently and effectively

- Making deposits and maintaining records for deposits
- Maintaining a petty cash fund and all records pertaining to that fund
- Evaluating current programming to determine viability and cost effectiveness and makes recommendations to the BOD
- Investigating ways to expand to increase revenue
- Developing a school budget based on enrollment, tuition costs and presenting the budget to the BOD
- Writing contracts based on enrollment and current year budget and presenting them to the BOD for approval
- Overseeing day-to-day expenditures based on knowledge of the budget

- Understanding the short term and long term goals of CHM and using that understanding to make fiscal recommendations
- Guiding school decisions to align all resources (people, time, talent, energy and money) to accomplish CHM goals

The Director will manage school maintenance responsibilities efficiently and effectively

- Repairing or reporting to the appropriate personnel any problems with the buildings, grounds or technical equipment in a timely manner
- Ensuring the buildings and grounds meet safety and security requirements noted in the policies and procedures manual
- Ensuring the grounds are maintained to provide maximum safety at all times

3. Classroom Operation Skills

The Director will model interpersonal relationships through leadership and teamwork

- Creating a positive, orderly environment for students, staff, volunteers and visitors
- Working collaboratively with staff in all segments of classroom management, scheduling and planning
- Providing a high level of confidentiality for any staff concern
- Addressing staff concerns, comments or complaints professionally and in a timely manner
- Communicating regularly day-to-day expectations to all staff in order to maintain efficiency and effectiveness
- Communicating regularly to staff about day-to-day events, special events, staff meetings or professional development
- Working collaboratively with staff to ensure training sessions are meeting the needs of the staff
- Conducting staff evaluations, meeting with staff and maintaining evaluation paperwork in personnel files
- Ensuring every staff member is a participating member of the CHM team
- Performing professionally and effectively in a situation of conflict
- Offering guidance and support for teachers concerned about the development of a student
- Offering guidance and support for families of students identified for assessment and participates in the assessments and IEP or 504 meetings
- Affecting positive change through clear communication with students, staff, volunteers and visitors
- Showing integrity and professionalism established in the SDDOE Code of Ethics

The Director will oversee curriculum implementation and student achievement for primary and elementary programs

- Ensuring staff members are knowledgeable about Montessori
- Ensuring staff members are familiar with curriculum plans and how to implement them in the classroom
- Ensuring staff is presenting classroom curriculum and materials following the principles of Montessori
- Supporting staff with ideas and suggestions pertaining to curriculum, materials and extensions
- Ensuring Montessori principles are followed in the classrooms, the environment is prepared and positive supportive behaviors are modeled
- Ensuring Montessori principles are followed in the classrooms being cognizant of developmental goals for the primary students and academic rigor for kindergarten and elementary students
- Ensuring staff is familiar with conferencing forms and procedures, assessments and exit procedures
- Ensuring cultural identity and differences are acknowledged and celebrated
- Assisting staff in identifying students that may need enrichment or intervention
- Offering guidance and expertise to ensure the needs of identified students are met professionally and a plan is put into place in a timely manner

- Overseeing staff interaction with students ensuring Montessori principles are followed and proper verbal communication and appropriate developmental abilities are considered with lessons and materials presented
- Providing opportunities for staff to observe one another
- Providing opportunities for staff to assume leadership roles
- Monitoring and observing in the classroom regularly
- Providing feedback for instructional growth
- Offering guidance to staff about Montessori certification and SDDOE certification
- Arranging professional development opportunities within the CHM community and advocating for funding for professional development outside the CHM community

4. Communication Skills

The Director will inform school community and the greater community about CHM functions and events

- Communicating effectively with the BOD and the PTO
- Articulating concerns, comments or complaints in a professional manner
- Keeping the school community, including BOD, informed through a regularly published newsletter
- Encouraging parental involvement through volunteer opportunities
- Keeping the school community, including the BOD, informed about upcoming events, immediate needs and pertinent information through a variety of sources including but not limited to weekly folders, newsletters, website postings, notes and white board messages
- Ensuring every parent is knowledgeable about school safety policies and procedures
- Surveying parents annually to gain an understanding of the school morale and to gain insight about school needs and concerns
- Offering parent education classes to educate, enlighten and encourage parents and community members about Montessori education
- Scheduling an open house to invite community members to the school
- Encouraging staff to communicate with their families about classroom activities on a regular basis
- Maintaining a relationship with the RCPS Early Intervention team
- Informing parents regularly of upcoming events, meetings or school closings using One Call

5. Accreditation Accountability Skills

The Director will maintain SDDOE accreditation through reporting, maintaining records and monitoring student achievement

- Following all procedures required by SDDOE including but not limited to fire drills, tornado drills and lockdown procedures
 - Distributing and maintaining ethnicity forms for all kindergarten and elementary students and uses that information to make reports to SDDOE
 - Distributing FERPA forms to all kindergarten and elementary students according to the school guidelines
 - Ensuring curriculum mapping is current, is aligned with Common Core Standards and staff are implementing the CCSS in the classroom
 - Submitting all reports and data in a timely manner required by SDDOE
 - Reviewing, recording and filing all records necessary to sustain SDDOE accreditation
 - Ensuring teacher credentials and background checks are current and in personnel files
 - Setting school calendar meeting the criteria required by SDDOE
 - Reviewing and revising School Improvement Plan as needed
 - Reviewing and revising policies as required by SDDOE

- Overseeing standardized testing and following the guidelines set down by SDDOE regarding testing dates and testing procedures
- Maintaining open communication with SDDOE officials
- Mailing standardized test results to families affected within two weeks of receiving (posting)
- Reviewing results of the standardized testing and making recommendations for targeting deficits in the next school year

6. Community Relations Skills

The Director will present Children's House Montessori to the greater community

- Providing tours to families interested in the program and initiating follow-up communication
- Participating in a variety of community events promoting Children's House and Montessori education
- Promoting CHM positively in the community through conversations and interactions
- Developing relationships with community organizations and businesses that will support and promote CHM
- Offering parent education classes and open houses for the purpose of informing the community and bringing the community into the school
- Notifying local media in a timely manner when meetings/events are open to the public
- Submitting photos and PSA's of school events to the local media for publication
- Pursuing outside funding through various means including but not limited to financial requests, sponsorships and grants