

**JOB DESCRIPTION:
Director of Early Childhood
Program - Woodinville**



Woodinville Montessori School
a nonprofit organization

SUMMARY:

This is a school leadership position for a highly committed Montessori educational administrator to manage all aspects of the optimal operation of the Early Childhood Program at the Woodinville Campus, including oversight of the teaching, support and auxiliary staff, and parent relations.

CALENDAR / FTE:

Academic Year / 0.88

STATUS:

Exempt

COMPENSATION:

DOE

DEPARTMENT / LEVEL:

Early Childhood / Leadership

REPORTS TO:

Head of School

DATE:

August 2019

DUTIES:

ADMINISTRATIVE: Woodinville Campus

- Supervise Early Childhood Program and ensure that the facility and program meets standards set by AMS and state (DCYF, AMS and NWAIS)
- Observe classrooms for quality and meet with individual Early Childhood teachers and support staff monthly
- Mentor coach and annually evaluate Early Childhood teaching and support staff and auxiliary/extended day staff
- Participate in recruiting, interviewing, and hiring of teaching, support and auxiliary/extended day EC staff
- Deliver initial and ongoing training to all staff at Woodinville Campus
- Plan work schedules and substitute availability
- Monitor issues of concern among students, families and staff, and assisting with parent teacher conferences when issues of concern are discussed,
- Communicate issues of concern among staff, students or families immediately to HOS
- Refer all students with behavioral or developmental issues of concern to Student Support Team for evaluation or assessment in a timely fashion
- Participate in Student Support Team meetings
- Facilitate conflict resolution among staff
- Act as a substitute in classrooms in case of emergency
- Establish and maintaining good relationship between school community and parents
- Communicate effectively with families
- Establish and review policies for Early Childhood and Toddler programs by coordinating with Head of School, Elementary Directors, North Creek Early Childhood Director and teaching staff
- Assist in planning in-service activities, training events, and staff meetings
- Work with Business Office to create and follow program budgets
- Conduct Emergency/Disaster Drills, including fire, earthquake, lockdown, shelter in place and manage emergencies

WOODINVILLE AUXILIARY: Supervise Extended Day and Camps

- Maintain the Montessori focus of the extended day staff and curriculum
- Plan school year camps for Early Childhood to include program content, in-house communication, and evaluation of programs
- Staff and conduct oversight of all EC camp programs
- Oversee Woodinville after school electives
- Oversee Woodinville food order for snack menus weekly

WOODINVILLE ADMISSIONS:

- Assist as needed in Early Childhood admissions process
- Coordinate with elementary teachers for first grade visits and transitions.

- Approve all Woodinville admissions, transfers, and departures

EARLY CHILDHOOD CURRICULUM COORDINATION:

- Collaborate with North Creek EC director to ensure continuity of curricular and professional expectations among all EC classrooms
- Monitor inventory and supplies of Woodinville EC pedagogical materials, oversee repair and replacement
- Oversee the maintenance and updating of curriculum maps in consultation with faculty
- Oversee receipt and implementation of year long plans and daily schedules for each classroom
- Understand elementary curriculum and expectations

EDUCATION/CERTIFICATION REQUIREMENTS:

- Bachelor's or Master's degree with record of continuous professional development in education and/or administration
- AMS Montessori Early Childhood Credential
- Ten or more hours of documented professional development per year

SKILLS AND EXPERIENCE REQUIREMENTS:

- Ten or more years of teaching experience in a Montessori at Early Childhood level
- Five or more years of progressively higher levels of responsibility in school administration and supervisory experience with a record of professional development and training in support of it
- Attuned to the developmental, social, emotional journey of children from 2 ½ years through age six
- Experience in and commitment to the inclusion of children with differing skills, abilities and affinities in a Montessori program
- Commitment to the creation and support of a community of children, families and staff in alignment with Montessori philosophy

KEY PERFORMANCE CHARACTERISTICS:

- Has excellent written and verbal communication skills including ability to speak in public and work with adults
- Demonstrates experience and comfort in guiding collaborative work groups
- Offers a direct, open and honest approach to conflict resolution
- Demonstrates strong organizational skills with attention to details, timelines and follow-through
- Has an ethical approach to decision making
- Has an entrepreneurial, experimental and innovative spirit
- Is skilled at achieving and maintaining positive relationships with students, staff and parents
- Has knowledge of basic principles of marketing and accounting
- Is able to create schedules and budgets and track outcomes of each
- Maintains confidentiality
- Is respectful, warm, patient, calm and confident in their approach to children, teachers and parents
- Demonstrates a commitment to ongoing professional development and mentoring others

WORKING CONDITIONS:

- Is required to deal with a wide range of student achievement and behavior
- Must remain flexible to meet the immediate needs of students, staff and school
- Is required to handle multiple tasks simultaneously and prioritize
- May experience frequent interruptions
- May occasionally deal with distraught or difficult students or parents
- May occasionally be outside with students in all weather conditions

PHYSICAL DEMANDS:

- Is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- May occasionally lift and/or move up to 50 pounds.

- Demonstrates fine hand manipulation (keyboarding)
- Is capable of expressing, instructing children in, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Receives the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- Has visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, to make general observations of facilities or structures, and to safely supervise students
- Is able to fully participate in activities

MENTAL and EMOTIONAL DEMANDS:

- Focuses on the children and their safety as the highest priority at all times
- Is able to tolerate noisy and busy children
- Communicates with colleagues and parents under stressful conditions
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude

OFFICE and SOFTWARE SKILLS:

- Intermediate to advanced skills in Word, Excel, & PowerPoint
- Confident with database applications, payroll systems, internet research and other necessary computer and technology applications required

SPECIAL REQUIREMENTS:

- Ability to meet a flexible work schedule, including some evenings and/or weekends
- Ability to work under stress

UPON HIRE:

If you are hired, you will need to complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires employees to provide fingerprints.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____