

MONTESSORI SCHOOL OF FRANKLIN
EDUCATION DIRECTOR
Requirements and Job Description

POSITION OVERVIEW

The Director will supervise teaching staff and provide general administrative oversight so the school maintains a warm, nurturing, safe environment in which individuality is respected and independence is encouraged. The Director will provide vision, and will collaborate with the teachers, staff, and Board of Directors to guide the school in its Educational and Community development.

QUALIFICATIONS

- Teaching license (State of Tennessee or transferable to a State of Tennessee license)
- Bachelor's Degree (or higher)
- Montessori credentialed (Administrator or Teacher credential)
- Must have experience as an Education Director

KEY RESPONSIBILITIES

- I. Oversee all administration of Montessori School of Franklin (MSF) such that the program meets the emotional, physical, intellectual and social needs of each individual as well as the group
 - a. Treat all staff, children and parents/guardians with dignity and respect
 - b. Interact with the children with warmth, humor, respect and support
 - c. Use positive guidance and appropriate discipline techniques (as outlined in the MSF Staff Handbook) with the children

- II. Supervise teachers and assistants
 - a. Observe, evaluate and train staff
 - b. Schedule classroom coverage for absences of teachers
 - c. Coordinate staff meetings and in-service days
 - d. Collaborate with staff to plan and facilitate ongoing education and training that is relevant to each staff member's position and/or classroom
 - e. Ensure all staff compliance with certifications required for licensing (State of TN & AMS)
 - f. Ensure all staff maintains other certifications as required (First Aid, CPR, etc).
 - g. Participate in interviewing/hiring staff
 - h. Participate in disciplining/separating staff as necessary
 - i. Conduct onboarding and orientation for all new employees
 - j. Participate in both scheduled and informal parent-teacher conferences when needed
 - k. Complete semi-annual Performance Evaluations with teaching staff

- III. Facilitate communication between school stakeholders
 - a. Establish and maintain positive communication with all MSF staff
 - b. Establish and maintain good communication with parents
 - c. Communicate teacher ideas, questions and concerns to Board of Directors
 - d. Conduct formal monthly communication with Board of Directors
 - e. Promote community between all school members: parents, teachers and staff

- IV. Ensure all programs are in compliance with their respective governing boards
 - a. Understand and comply with regulations for each program as required in the following areas:
 - i. AMS (American Montessori Society)
 - ii. State of Tennessee Department of Education (DOE)

(including but not limited to the following):

 1. Validate that K-6th teachers are aware of state curriculum standards and confirm that these standards are incorporated into annual lesson plans
 2. Maintain records of all staff professional development, including an updated working file of the Professional Development log for the TN DOE
 3. Keep school documentation (Staff and Parent Handbooks) current and compliant with TN DOE regulations, working with Board of Directors and Finance Administrator to update said documents
 - b. Prepare for and facilitate Audits:
 - i. Tennessee state DOE audit for Toddler & Primary programs (annual)
 - ii. Tennessee State DOE audit for K-6th program (every 2-5 years)
 - iii. AMS (American Montessori Society)
 - c. Maintain Montessori Alliance of Tennessee (MAT) validation requirements/process
 - d. Provide Parent Education in accordance with state regulations
 - e. Collaborate with Finance Administrator to complete necessary licensure paperwork and procedures
- V. Promote and Develop overall School Program and enrollment
 - a. Conduct tours for any family interested in MSF
 - b. Determine classroom placement for each primary student to ensure classroom balances of age and gender as well as the proper fit for each child/teacher
 - c. Work closely with Finance Director on enrollment and student contracts
 - d. Work with Finance Director and Board of Directors on teacher contracts, staff salaries/bonuses and annual school budget
 - e. Maintain/Review/Develop school Enrichment Program, to include research, funding and scheduling enrichments for the K-6 program
- VI. Provide administrative guidance and vision
 - a. Understand and support the school's mission and philosophy
 - b. Partner with the Board of Directors, teachers and staff to set and maintain the overall direction of the school
 - c. Attend evening staff, board and parent meetings throughout the year
 - d. Maintain confidential personnel and student files
 - e. Coordinate and monitor classroom supply procurement
 - f. Coordinate parent volunteer activities in conjunction with the Board of Directors

REPORTING RELATIONSHIPS

- Reports to and is evaluated by the MSF Board of Directors
- Notifies the board of any staff matters or significant changes regarding children, parents or program and makes recommendations regarding actions for Board of Directors approval
- Supervises the teaching staff and teaching assistants
- Coordinates parent involvement in the school

Most importantly, it is Montessori School of Franklin's greatest desire to be a school that upholds the true ideological beliefs of Maria Montessori. MSF is a school that desires to be a beacon to the Montessori community exemplifying kindness, trust, courtesy, independence, and a striving to better oneself and the community of which we are a part.