



*A Children's Habitat*  
MONTESSORI SCHOOL

## **A CHILDREN'S HABITAT MONTESSORI SCHOOL** - education School Director (full time position)

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**Contact:** Carmen Nieves, Administrator  
[childrenshabitat@gmail.com](mailto:childrenshabitat@gmail.com)  
(317) 726 5584

**Job Title:** School Director (8:00 AM–4:00 PM, with reduced summer hours)

**Position Onset:** June 2016

**School Description:** One of the oldest Montessori schools in Indianapolis and a full member of the American Montessori Society (AMS), A Children's Habitat is rooted in the Montessori philosophy of concern for the whole child. Since its inception in 1972, this non-profit, parent-run Montessori environment has offered a unique curriculum and unparalleled experience—where teachers and families join together to create a passionate community that fuels and guides the school.

Here, families seeking a half-day preschool or kindergarten program, or a full-day elementary program, benefit from AMS-certified lead teachers who actively pursue on-going professional development. Although our strengths are many, these are the foremost:

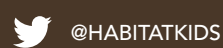
- A passionate faculty, who are encouraged to master their craft and continuously model curiosity and growth
- An environment where children are joyful, confident, and empowered
- A 12 year span of educational opportunity, meeting the needs of students ranging in age from 18 months-12 years
- An invested parent community who embrace the Montessori philosophy and work cooperatively to enhance the educational experience of their children
- A 20,000 square foot outdoor classroom that extends opportunity for exploration, immersion, and responsible stewardship

**Application Instructions:** Interested applicants will submit the following to [childrenshabitat@gmail.com](mailto:childrenshabitat@gmail.com)

- Cover letter expressing interest in this position
- Statement of educational philosophy
- Resume

### **Duties/Responsibilities:**

Incorporate and advance the Board-approved mission statement and strategic plan in all academic programs and activities.



## School Director (full time position) CONTINUED...

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**Direct all school instructional and non-instructional staff, and serve as the educational leader to ensure curricular and social-emotional excellence.**

- Assure that all school programs and curricula are compatible with the Habitat mission statement and Montessori standards.
- Conduct regular meetings with teachers.
- Support teachers in the development and implementation of Montessori curriculum, and support them in achieving the mission of Habitat.
- Evaluate staff annually using objective criteria as approved by the board.
- Identify, document, and manage staff performance issues in collaboration with the board president/board.
- Create job descriptions for staff and post openings promptly upon job vacancies. Serve as "lead" for the hiring team.
- Welcome and orient all new staff.
- Conduct programs or select materials for professional development of the staff.

**Be responsible for all day-to-day activities, and smooth operations of the school.**

- Be the primary source for prompt communication to parents, teachers, board, prospective families, public, media, donors, etc., as to information about the school.
- Establish and maintain contact and communication with parent or guardian of each child.
- Respond promptly and politely to legitimate parental, teacher, or other concerns.
- Be visible within the school.
- Apply good professional judgment, and serve as a constructive problem solver as issues arise.
- Maintain calendar of all school events.
- Coordinate co-curricular activities and school assemblies, programs, picture days, after school programs, and summer camps.
- Coordinate substitute teachers.

**Assure compliance with all legal requirements of the State of Indiana, federal law, accrediting agencies, and American Montessori Society.**

- Maintain full and complete academic records for each student, including health forms, emergency contact forms, photo releases, and grades.
- Oversee grading, reporting, and standards and methods for such grading and reporting to assure uniformity and fairness.
- Ensure that classrooms are properly staffed to meet legal requirements.

**Represent the school to the public, parents, and others. Project a positive image of the school, and increase student enrollment and financial development.**

- Welcome all members and nonmembers to the community, and embody the positive spirit of Habitat.
- Maintain a pulse on the community, with up to date information on local competition, perceived education gaps, competitive barriers, and community needs.
- Perform outreach to the public to increase school recognition.
- Facilitate admissions efforts (tours, open houses, etc.) to attract new families.

## School Director (full time position) CONTINUED...

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- Monitor issues of student attrition.
- Maintain a pulse on student enrollment. Alert the board of any enrollment concerns and participate actively in a solution strategy.

### **Assure safety and security of students and staff.**

- Ensure teachers have up-to-date background checks, drug screens, T.B. tests, etc.
- Assure staff has first aid training and CPR certification.
- Maintain and be knowledgeable of health records and specific health needs of students, and ensure faculty do as well. Maintain confidentiality.
- Serve as lead contact and coordinator for facility repairs, and health and safety inspections.
- Conduct regular safety inspections and drills (fire, tornado, unknown persons, etc.).
- Be aware of potential safety risks, and develop ongoing solutions for possible safety issues.

### **Prepare and maintain school finances.**

- Maintain accurate records of each employees hours of labor.
- Assure that employees provide necessary payroll documents; collect and maintain such documents.
- Add new employees to payroll.
- Maintain documents pertinent to substitute teachers.
- Assist with monthly invoicing.

### **Requirements/Qualifications:**

- Montessori training
- Previous leadership experience
- BS/BA in education preferred
- Flexible, will work collaboratively as part of a team
- Master teacher/leader who is warm and dynamic
- Possesses a deep knowledge and understanding of child development
- Has excellent written and verbal communication skills
- Listens actively, builds consensus, and acts decisively as required
- Passionate child advocate
- Leads by example
- Is visibly involved in all aspects of school life
- Demonstrates a commitment to professional development and best practice



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MONTESSORI SCHOOL

## **A CHILDREN'S HABITAT MONTESSORI SCHOOL** - education Lead Teacher in a 9-to-12 classroom (full time position)

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Contact: Carmen Nieves, Administrator  
[childrenshabitat@gmail.com](mailto:childrenshabitat@gmail.com)  
(317) 726 5584

**Job Title:** Lead Teacher in a 9-to-12 classroom (8:00 AM–3:00 PM)

**Position Onset:** August 2016. Our growing school is hiring for the 2016-2017 school year.

**School Description:** One of the oldest Montessori schools in Indianapolis and a full member of the American Montessori Society (AMS), A Children's Habitat is rooted in the Montessori philosophy of concern for the whole child. Since its inception in 1972, this non-profit, parent-run Montessori environment has offered a unique curriculum and unparalleled experience—where teachers and families join together to create a passionate community that fuels and guides the school.

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## Lead Teacher in a 9-to-12 classroom (full time position) CONTINUED...

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### **Duties/Responsibilities:**

- Prepare, develop and maintain the new 9–12 classroom environment.
- Meet the individual needs of the children. Demonstrate the ability to relate joyfully.
- Maintain ongoing communication with team members. Maintain current, ongoing records.
- Maintain effective, proactive, and positive parent communication. Be proactive in sharing your knowledge with parents.
- Participate in staff and training meetings, after-hour parent meetings, admissions events, and/or classroom socials.
- Prepare and participate in parent conferences at least twice each school year, including evening conferences.

### **Requirements/Qualifications:**

- 4-year degree, preferably in education
- AMS Montessori lead teacher credential for 9–12 education
- Flexible, will work collaboratively as part of a team
- Self-driven to meet all student needs
- Loves to work with children and is passionate about Montessori education and philosophy
- Montessori lead teaching experience is a plus