Assistant Director Search



West St. Paul, Minnesota www.clovermontessorischool.com







Toddler Community

- Licensed for 14 children
- Ages 16 to 33 months
- AMI-trained Lead Guide
- Full-time Assistant Guide
- Part-time Morning Assistant Guide
- Part-time Afternoon Assistant Guide

Children's House

- Licensed for 30 children
- Ages 33 months to 6 years
- AMI-trained Lead Guide
- Full-time Assistant Guide
- Aide

Clover Montessori School practices the Montessori Method, as defined by the Association Montessori Internationale (AMI). We aim to provide an intentionally prepared environment, following the principles of Dr. Maria Montessori's pedagogy, in which each child can joyfully embark upon their own journey of self-realization.

Clover Montessori School strives to serve a diverse community of families and faculty and is committed to providing high fidelity Montessori education. Our philosophy regards the child holistically, enabling each to develop according to their own pace and their natural desire to learn. Every child has the opportunity to reach their full potential at Clover Montessori School.

Ourpose



Overview

Clover Montessori School, a Parent Aware 4-Star Rated school in West St. Paul, Minnesota, opened in 2022. The school serves children from 16 months through age 6, and has built a thriving presence as a neighborhood school, while also attracting families from nearby cities. Clover's two lead guides have 8 and 12 years' experience in Montessori education, and both were trained at the Montessori Center of Minnesota, by world-renowned trainers Molly O'Shaughnessy and Liza Davis. They are supported by an exceptional team of assistant guides and aides. Clover Montessori School has a clear sense of purpose: to provide authentic Montessori education in a joyful environment.

Clover is seeking an Assistant Director. This is an exciting opportunity to lead a harmonious team of educators in fostering an environment where every child is empowered to reach their full potential. This executive leadership role is responsible for a range of day-to-day operations and functions, as well as organizing special events and guiding the parent volunteers who lead Clover's community of families.

This leadership role offers a chance to engage with a diverse community of students, families, staff, and stakeholders, while fostering strong partnerships and promoting a culture of collaboration, inclusivity, and mutual respect. The purposes of Clover Montessori School's administrative team are to enhance the educational experience, support the professional development of faculty and staff, and continue to enrich the school's reputation as an excellent Montessori school in the Twin Cities metropolitan area. Clover Montessori School is a new school, primed for growth, offering the incoming Assistant Director the opportunity to leave a lasting legacy in the field of Montessori education.

Opportunities and Challenges

As a strong, newly established community, Clover Montessori School presents its leaders opportunities to truly excel. The school's reliable financial support during the start-up phase has allowed the administrators to carefully pace enrollment growth in a way that puts the children's education and the faculty's professional experiences first. The Toddler Community is the primary point of entry at Clover, and is in high demand. The Children's House comprises mainly children who have phased up from the Toddler Community, and is projected to reach full enrollment in the 2025-26 school year. The school's lead guides have a strong, cooperative relationship, and the assistant guides and aides are all committed to early childhood education. The faculty has been selected with succession in mind, and opportunities exist for sponsored Montessori training. Clover's workplace culture has been intentionally cultivated to include firm commitment to work/life balance, respectful communication, and genuinely positive relationships. Each room is supported by a pair of room parents who model positive and enthusiastic involvement--an easy role with a parent community as thoughtful as Clover's. The community enjoys a wellbalanced calendar of events, including both family education and socializing.

As we look to the next five years and beyond, we see strong potential to build on Clover's current strengths. Clover's

leadership will be focused on continuing to develop the school's reputation and solidify its market position. As the administrator managing relationships with prospective parents, the next Assistant Director will continue to ensure it is a sought-after destination for students and families seeking an excellent, affordable Montessori education by:

- Continuing to foster community through genuine engagement with students, faculty, staff, parents, caregivers, and the greater Twin Cities community;
- Leading with an equitable and inclusive approach to authentically evolve the community toward greater diversity, supporting all students and adults in feeling safe and recognized;
- Ensuring that the School operates within its budget, while maintaining excellent physical condition and faculty retention;
- Actively recruiting families receiving CCAP, ELS, and other financial supports;
- Ensuring compliance with all regulating bodies, and
- Making the school more well-known in the market as a school committed to high fidelity early childhood Montessori education for all children.



Preferred Qualifications and Attributes

Clover Montessori School is seeking in its next Assistant Director a skilled and inspiring educational leader who is eager to make a long-term commitment to the community and the work.

The next Assistant Director will have:

- A bachelor's degree
- An AMI Assistants to Infancy or Primary diploma
- Three or more years' experience as a lead guide in a Montessori learning environment

This role requires:

- Commitment to the Montessori Method, as defined by the Association Montessori Internationale:
- A love for children and appreciation of their developmental differences and delights;
- Strong interpersonal skills and the ability to communicate with kindness, clarity, and decisiveness, both in writing and in person;
- Ability to work effectively with the Director, the faculty, the children, and the families;
- A collaborative leadership style, built on approachability, responsiveness, humility, and transparency;
- A warm and engaging presence, visible and active in all areas of school life, modeling genuine positivity toward work of every kind;
- Good business sense to support the school in becoming financially independent through maximized enrollment and mindful cost management, and
- Practical skills (website editing, calendar management, event planning, scheduling, management of third-party payments), and an ability and an eagerness to gain additional practical skills when necessary.





To apply

To learn more about Clover Montessori School, please visit www.clovermontessorischool.com.

Interested and qualified candidates are invited to contact the Director in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé, and
- A list of five professional references with name, relationship, phone number, and email address of each (references will be contacted only with the candidate's permission).

Inquiries and documents may be sent to:

Jana Hedlund
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