

Montessori Lower School Director

About Mission Montessori

Mission Montessori is the only Montessori school in San Francisco that serves students from infancy through elementary. We are growing and looking for a passionate educational leader to join our team! Our purpose is to nurture children's natural curiosity, to challenge them academically, and to foster a lifelong love of learning. We are building a high quality Montessori program that utilizes the wealth of resources and opportunities in this great city. We offer our staff attentive administrative support, competitive wages and benefits including paid vacation and holidays, health insurance, and the opportunity to work with a dedicated and growing community of educators.

About the Position

The Lower School Director works closely with our Head of School, overseeing the Montessori infant and toddler programs, providing leadership and teacher support, working with parents, and ensuring quality programming in the Infant and Toddler classrooms. The Lower School Director reports to the Head of School.

Job Responsibilities

Teacher Support

Support Infant and Toddler teachers through classroom observations and consultation and supporting their development through regular meetings and communication, training and mentorship, goal-setting, and yearly reflections.

Program/Classroom Support

Support the Montessori classroom by ensuring high-quality implementation of curriculum and best instructional practices. Provides guidance and accountability for meeting student learning standards and classroom culture expectations.

Parent Communication

Help establish standards of communication for teachers so parents feel informed about their child's education. Maintain active and ongoing communication with parents as-needed to troubleshoot when a parent has questions and concerns the teachers cannot address.

Operational Support

Work with the Head of School and other campus administration to provide operational support as-needed, including working some evenings and weekends for admissions and community events.

Qualifications

- Bachelor's Degree and Montessori Training (AMI preferred)
- Classroom Experience (3+ years)
- Extremely organized with- excellent verbal and written communication skills.
- Experience managing a team
- Team player who enjoys problem-solving

Compensation

We offer our staff attentive administrative support, competitive wages and benefits including paid vacation and holidays, health insurance, and the opportunity to work with a dedicated and growing community of educators.

To learn more and apply:

<https://www.missionmontessori.org/join-our-team>