

Montessori Preschool Program Director Job Description

The New Haven LLC

DBA: The New Haven - Point Loma

Founder: Michele VanDerworp

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The New Haven is a new kind of work space for families. We offer a space for parents to do their work while their children, in-kind have space to do theirs, just down the hall. This start up company is in the early stages of creating something amazing for the families of San Diego by creating a space where they can be together in the same building while each receiving the care they need. Our Montessori Program is therefore unique because the parents will be on site during the class time and will visit with their children during the lunch break. This has turned out to be a beautiful way to develop a community in a Montessori way.

The New Haven is looking for a full certified AMI or AMS Montessori Teacher who either has been a Director or desires that level of responsibility. This position would allow the new Program Director to continue to shape and form our program as the school is only a year old thus far. We serve a total of 36 children in three classrooms, a Nido (8), a Toddler (9), and a Primary class (10).

The New Haven Hiring Profile:

- Humility and receptivity to feedback and coaching
- Excitement to be participating in a startup company that is changing the way families live their daily lives here in San Diego
- Gentleness and patience for our young students as they learn and grow
- A gracious and collaborative outlook toward fellow employees and parents of our students in care
- Love of learning
- Leadership ability in the classroom
- Desire to create the most harmonious environment for children
- Commitment to professional growth
- Adaptability to changes as this business model grows and develops
- Willingness to adapt the Montessori method to the model

- Strong work ethic and enthusiastic, positive attitude

Position Roles & Responsibilities:

Reporting to the Founder of The New Haven, the Program Director is responsible for overseeing the daily activities of the teachers and curriculum. This includes:

- Guiding the teachers in the application of the Montessori method each of which have varying experience levels with teaching and with the Montessori method.
 - Being present in the classrooms for observation of instruction by the teachers or to guide as needed.
 - Aptitude in the Montessori method for 0 to 6 years
 - Acting as a role model and teacher to the teachers
 - Assigning roles to the Lead and Assistant teacher(s)
 - Management of materials and activities including ordering additional when budget permits with approval.
 - Continual improvement and development of each classroom environment with the teachers.
 - Possibly contributing to parent education events or written materials as determined with the Founder.
 - Managing the application process for the Center's license with the California Department of Social Services.
 - Working with the Founder to adjust procedures to align with the licensing requirements.
 - Reviewing what needs to be done in order to be prepared for licensing inspections.
- Determining with the Founder how to complete any necessary projects.
- - Following all company policies and procedures related to children within our care and interactions with parents.
 - Roles that will not be necessary for the Program Director to partake in: Financial planning and record keeping, accounting and bookkeeping; management of office spaces and parent work areas, website, marketing, Human Resources and Payroll.

Start date: Beginning August 2023

Schedule: Monday - Friday (following that date) from 8:00am-5:00pm with a lunch break. Year round program except for week closure in July, 13 Federal Holidays, and the week between Christmas and New Years.

Shift Type: Salary

Location: Liberty Station Building 200, 2640 Historic Decatur Road, San Diego, CA 92106

Salary: \$64,480

Benefits: Healthcare & Dental after 30 days of employment.

Sick Leave: 3 days (or 24 hours in total) of paid sick leave in accordance with California State law.

Other PTO: 3 days PTO, 13 Paid Federal Holidays, and 5 days accrued vacation time.

How to apply

1. Fill out the following application and email with an introduction to the Founder of The New Haven: Michele VanDerworp: michele.vanderworp@thenewhavens.com
2. Mrs. VanDerworp will reply to schedule an initial phone interview.
3. If you are still a candidate after the phone interview, an in-person interview will be scheduled.

Position Application Form

Full Name:

Address:

City:

State:

Zip:

Phone Number:

Email:

Availability

What date are you available to start?

Work Experience

Employer 1:

Job Title:

Address:

City:

State:

Zip:

Phone #:

Start Date:

End Date:

Employer 2:

Job Title:

Address:

City:

State:

Zip:

Phone #:

Start Date:

End Date:

Education

School 1:

Major/Area(s) of study:

Degree Received:

Start Date:

End Date:

School 1:

Major/Area(s) of study:

Degree Received:

Start Date:

End Date:

Professional References	
Name:	
Relationship:	Company/Title:
Phone Number:	Email Address:
Name:	
Relationship:	Company/Title:
Phone Number:	Email Address:
Name:	
Relationship:	Company/Title:
Phone Number:	Email Address:

The New Haven is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, creed, disability, veteran’s status, gender, sexual orientation, gender identity or gender expression.

By signing below, I certify all information within this application is correct to the best of my knowledge. I acknowledge that providing false information is grounds for refusing to hire me, or for termination should I be hired.

Applicant Signature: _____

Date: ____ / ____ / ____