



Sunnybrook Montessori School

142 Main St, Lancaster, NH 03584

Center Director

Job Description & Responsibilities

Summary

Sunnybrook Montessori School seeks a Director for the 2024-25 school year who is a thoughtful, nurturing, conscientious leader and teacher, has worked with young children, and is passionate about Early Childhood education. The Director must be able to lead and mentor the teaching staff, operationalize the business plan and handle administrative needs such as enrollment, family communications, and serve as a liaison to the Board of Directors. The Director is a guide who helps direct their students' activities academically, emotionally, and physically in a prepared Montessori environment that challenges each child to reach their full potential in these developmental areas. The right candidate will have both classroom teaching and administrative/supervisory experience. Ideally, this person will have spent time in a Montessori environment.

Sunnybrook Montessori School provides high quality early childhood education to families living in New Hampshire's North Country. Sunnybrook is an independent preschool (ages 3-7) licensed by the State of New Hampshire. For 50 years, Sunnybrook has been a vibrant community for children and their families.

Sunnybrook Montessori School is a place where children and their families are accorded deep respect. Children at Sunnybrook are viewed as being capable and intrinsically motivated learners. The mission of Sunnybrook Montessori School is to provide a nurturing, respectful and vibrant learning environment where children are supported to explore and create.

The Director of the Sunnybrook Montessori School reports to and is employed by the Board of Directors of the Sunnybrook Montessori School and supervises the Classroom Teachers in the school. Hours are 7:30am-3:30pm Monday-Friday with additional hours as needed. This is a salaried position.

To learn more about Sunnybrook Montessori School, visit <https://sunnybrookmontessori.org/>.

Please send a letter of interest, resume, and three references to:

Board of Directors

Sunnybrook Montessori School

president@sunnybrookmontessori.org

Qualifications:

Education, Training, Experience:

- [Child Care Director Qualified in New Hampshire](#) (NH Child Care Licensing He-C 4002.35.j)
- High school diploma or equivalent; BA or equivalent from four-year college and minimum two years of teaching experience in a public or private educational setting (i.e. public school, child care center, or Montessori school) preferred
- CPR/First Aid certification
- Familiarity with NH Child Care Licensing Rules
- Pass a State of NH Fingerprinting and Background Check
- Experience or willingness to be trained in: Positive Discipline, Nature Connection, and Montessori Practices.

Qualities and Dispositions:

- Excellent communication and organization skills
- Ability to give and receive constructive feedback, create systems of accountability, and demonstrate commitment to program mission.
- Ability to collaborate and work in a team environment.
- Initiative, curiosity, and ability to “think outside the box”.
- An inclusive, holistic and community-driven attitude and approach to teaching, operating and leading.
- Have the physical capacity to work with preschool/Kindergarten aged children (includes but is not limited to: bending, lifting, working on the floor)

Responsibilities:

Responsibilities include program administration, supervision of classroom teachers, teaching, parent communication, education, meetings, and conferences, record keeping, and facilities management, including but not limited to:

- Ensure that the school is in compliance with New Hampshire Child Care Licensing Requirements
- Advise the Board of Directors on the hiring of classroom teachers, making sure an effective team/learning environment is created and maintained through careful oversight of/feedback to those aides
- Maintain accurate records on children enrolled in the program to include their development, records of attendance, immunization, and general health; conduct program registration, and maintain appropriate files and waiting lists
- Write and submit grants as approved in coordination with the Board of Directors
- Serve as the liaison for the classroom to the Board, paying particular attention to ensuring that the Board’s policies on safety, school licensing requirements, staffing minimums, and Board policies for the school are adhered to
- Determine allocation of funds for staff, supplies, materials, and equipment and authorize purchases through the Board Treasurer
- Serve as the liaison for the classroom to the Board paying particular attention to ensuring that the Boards’ policies on safety, school licensing requirements, staffing minimums, and Board policies for the school are adhered to

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.