

School Administrator

Saint Joseph Montessori School Administrator

Reports To

SJMS Board of Directors

Job Overview - for public posting

Saint Joseph Montessori School is seeking a competent and joyful person to oversee the operations of our school. This individual is expected to work onsite at SJMS half time during the academic year with significantly reduced hours when school is out of session. The role will require regular communications with the classroom Guide and Assistant, school parents, and prospective families. The Administrator will be responsible for staffing and scheduling decisions, program development, and classroom support. S/he will be a practicing Catholic with an appreciation and understanding of the Montessori pedagogy, but it is not necessary that s/he be Montessori-credentialed. SJMS is a Catholic Montessori Children's House serving children ages 2.5-6 years old. Please learn more at sjmontessori.org and contact us at cfyrqvist@sjmontessori.org.

Responsibilities and Duties

- Be a friendly and welcoming presence on campus during the school day from 8:15 AM to 12:45 PM (Subject to change).
- Collaborate with the Guide and Assistant to ensure the environment is adequately prepared for the children's work. This includes modifying the use of classroom space, ordering new materials and cleaning supplies, coordinating building maintenance, stocking the classroom consumables, and planning enrichment activities.
- Manage communication with current and prospective parents.
- Oversee admissions, enrollment, and tuition collection from families. This includes scheduling tours and interviews of prospective families outside of school hours during enrollment season (January-March)
- Work with an accountant and Board Treasurer to manage employee payroll, classroom expenses, and general budget oversight.
- Engage with the Parent Coordinator and staff to update and delegate volunteer roles throughout the school year as a way to enrich the student experience and build a sense of community.
- Support classroom instruction as needed and substitute for either teacher when absent.

- Help plan and execute school events, including Parent Orientation, An Evening at the Children's House, Parent Education Nights, and the beginning and end of the year picnics.
- Lead monthly staff meetings and weekly staff check-ins, and plan and implement team training and staff development, including staff retreats. Schedule and maintain staff training (first aid, safe environment, etc). Attend quarterly board meetings, providing updates on the ongoing life of the school.
- Maintain and update parent and employee handbooks as needed.
- Plan and help manage with the Guide the annual Summer Program in June.
- Work with the Development Director to coordinate in-school events and perform occasional fundraising support.
- Maintain a positive and professional relationship with our community partners.
- Schedule and maintain job performance reviews/observations with the President of the Board of Directors. Work with the Operations Committee to problem solve and develop the school's offerings as well as guiding professional development for all staff.
- In partnership with the Board of Directors, position the school for enduring success and lasting impact by aligning its daily operations with our overarching mission to deliver a consistently high-quality program that embraces the Montessori method and richness of Catholicism.

Qualifications

- Strong written and verbal communication skills.
- Experience in a school setting and/or operation of a non-profit preferred but not required.
- Familiarity with Montessori and a practicing Catholic.
- Organized and detail-oriented.
- Proficient with Google Workspace.
- Able to adapt quickly and cheerfully, and open to being in the classroom when needed for brief supervisory periods.
- Capable of working out challenges with both parents and staff in a cheerful and professional manner while also maintaining policies and boundaries appropriately.
- Interested in the formation of the staff and families both in the realm of the Catholic life of the school and the wisdom found in Montessori's pedagogy.

- CGS and/or Montessori administrative training is a plus but not a requirement.

Compensation and Benefits

This is a part-time position that could grow to a full time position with an annual salary starting between \$18,000-\$22,000 commensurate with experience.

Benefits will be negotiable and will include paid time off for sick and personal leave. The school office will be closed for two weeks at Christmas, one week at spring break, and a short Easter break. SJMS also observes federal holidays.