



It Takes a Village....

We are more than just a school - we are a community!

Our goal is to uplift each other, work together, and uphold the educational standards Maria Montessori pioneered over 114 years ago. We believe in a holistic approach to Montessori education, combining academics, practical life, sensorial exercises and mixed age groups, allowing each child to express their unique gifts, interests and abilities. Petoskey Montessori Children's House serves children as young as 2 months old in our Infant/Nido Community to our elementary school 5th graders and all ages in between.

The Director will be an experienced leader who can provide management oversight for daily school operations, has a strong understanding of the Montessori philosophy, can develop and execute strategic objectives, and is a relationship builder who can continue to strengthen the school's connection and engagement within the community and the Petoskey Public School District. This Director will also be a collaborative member of a highly-functioning leadership team.

The Essentials...

- Experience with the Montessori philosophy of education strongly preferred
- Substantive leadership / management experience (school leadership experience strongly preferred), with developed ability to solve complex operational problems
- Strong computer skills
- Growth mindset and problem-solving approach
- Act as Center Director, maintaining all policies in accordance with State regulations
- Assist the center in passing all State-required inspections, and maintain a working relationship with licensing representatives, including positive and prompt follow-up
- Partner with Petoskey Public Schools to effectively advocate for our elementary school and its students
- Responsible for fostering a positive, nurturing environment leading to best growth and development of children
- Ability to establish and actively maintain a strong, collaborative, and positive culture, orienting team members around our educational vision and inspiring them to achieve it in practice
- Lead/Assist with required orientations, training, and staff meetings
- Maintain open communication with staff, parents, and foster a positive environment for children
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times
- Oversee the upkeep and safety of the grounds and ensure regular maintenance is completed
- Offer support for classrooms as needed for activities at the center. This could range from play supervision to housekeeping or assisting with lunch.
- Director reports directly to the PMCH Board of Trustees

Business/Accounting Skills

- Experience with Quickbook accounting software and other accounting skills
- Excellent record keeping and strong attention to detail

- General oversight of business operations

Education, Licensure & Certification:

- Must hold or be able to obtain (before hire) Michigan Childcare Program Director status
- Must meet any and all State-required qualifications including successfully clearing a criminal background check without exemption.
- BA degree preferred or equivalent experience
- AMI, AMS, or MACTE certificate from a 1 year program preferred
- Must have valid drivers license

Partnership with Petoskey Public Schools

- Regularly attend school district administrator meetings
- Provide the PPS Board with a projected budget each year, a copy of the school's annual federal income tax return, as well as detailed statements of revenues received and direct expenditure
- Provide bi-annual reports to the PPS Board at regularly scheduled board meetings regarding to operations, activities, curriculum and students' performance

Benefits

- Health insurance
- Vision insurance
- Dental insurance
- Professional Development
- Paid time off
- Paid Holidays

Petoskey Montessori Children's House is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Please submit resumes to: admin@petoskeymontessori.org

Petoskey Montessori Children's House

1560 E. Mitchell Street, Petoskey, MI 49770 (231) 348-2190

Petoskeymontessori.org