



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 Essentials...

- Leadership / management experience
- 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
- Ability to establish and actively maintain a strong, collaborative, and positive culture
- 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
- Ensure regular building and grounds maintenance is completed
- Willingness to support childcare programs
- Director reports directly to the PMCH Board of Trustees

Business/Accounting Skills

- Experience with Quickbooks Online preferred
- Excellent record keeping and strong attention to detail
- General oversight of business operations

Education, Licensure & Certification:

- Must meet any and all State-required qualifications including successfully clearing a criminal background check without exemption.
- BA degree preferred or equivalent experience
- Must have valid drivers license

Partnership with Petoskey Public Schools

- 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 cover letter and resume to: admin@petoskeymontessori.org

Petoskey Montessori Children's House

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

Petoskeymontessori.org