

## Montessori Administrator Position Description

Re-posted as of June 3, 2008

**Full-time School Administrator  
Montessori School of Champaign-Urbana  
Savoy, Illinois**

### **POSITION DESCRIPTION**

The Montessori School of Champaign-Urbana (MSCU) is currently searching for a full-time School Administrator. The Administrator reports to the Board of Directors and is responsible for providing leadership and direction for the School as it approaches its 50th year in operation.

### Responsibilities

- Maintains continuity and cohesion of the School and facilitates communication between parents, Board and staff
- Serves as ex-officio member of Board, attends all Board meetings and updates Board on the School's operations, any situations that arise, and needs as necessary
- Interprets Montessori method and philosophy; supervises curriculum; and plans calendar, daily schedules, programs and extracurricular activities
- Supervises, observes and evaluates all staff; hires assistant teachers, day care teachers and office staff; serves on search committee for directress positions; conducts staff meetings
- Oversees the School's budget and purchasing activities and assists with fundraising
- Reviews applications for admission and oversees admissions process
- Monitors compliance with all applicable regulatory agency requirements

### Qualifications

- Bachelor's degree required; graduate degree in elementary education or related field desirable
- Experience as a directress or administrator in a Montessori school preferred; alternatively, a minimum of three years of experience in school administration or non-profit organization management, including experience in admissions, finance, supervision of faculty and staff, curriculum development, marketing and fund-raising
- Candidates without Montessori experience and/or training must demonstrate an understanding of the Montessori philosophy and willingness to quickly learn the Montessori approach and methods
- Montessori certification as an administrator highly desirable and required within three years of hiring
- Strong interpersonal and organizational skills
- Effective communication skills, both written and oral, for a variety of constituencies

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- Ability to identify problems and find creative solutions in a collaborative manner
- Ability to motivate faculty, staff, and parent volunteers
- Demonstrated skills in budget planning and financial management
- Proficiency with general office software applications
- Knowledge of applicable agency regulatory codes

MSCU will offer the successful candidate a highly competitive salary and benefits package. The start date is negotiable, with a preference for mid to late August 2008.

Applications are being accepted on a rolling basis. Review of applications is on-going and will continue until the position is filled. Interested candidates should e-mail (preferred) or mail the following items to [MontessoriCUSearch@gmail.com](mailto:MontessoriCUSearch@gmail.com) or MSCU Administrator Search, c/o Fiona Griswold, 505 W. Main Street, Urbana, Illinois 61801:

- Resume
- Cover letter
- Brief statement of educational philosophy (max. 2 pages)
- Names and contact information (including phone number and e-mails address) for three (3) to five (5) professional references.

For questions or additional information, please contact: Fiona Griswold, Personnel Committee Chair at 217-417-6288 or [fgriswld@gmail.com](mailto:fgriswld@gmail.com).

### THE SCHOOL

MSCU was founded in 1962 and is owned and operated by the Montessori Society of Champaign-Urbana, a not-for-profit corporation. The School currently offers six morning classes and one afternoon class serving children ages 3-6. In addition, there are afternoon classes for children of Kindergarten and near-Kindergarten age and an aftercare program, which extends until 5:30 P.M. each day. MSCU is currently exploring opportunities for growth, including the possible construction of a new building and the expansion of program offerings.

MSCU is governed by a Board of Directors elected by the parents of children in the school.

MSCU is an affiliate member of the American Montessori Society (AMS) and is registered with the Illinois State Board of Education. All directresses are AMS certified.

For more information, please see our website at <http://www.montessorischoolofcu.org>.

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### **THE COMMUNITY**

Champaign-Urbana is a dynamic, growing, highly educated community located in east central Illinois about two and a half hours south of Chicago. It is home to the University of Illinois at Urbana-Champaign, the state's flagship public university and one of the top research institutions in the United States. Champaign-Urbana also is home to two large hospitals (Carle Foundation Hospital and Provena Covenant Medical Center), a university-related research park, and a number of high-tech, business and engineering firms. The community offers a variety of cultural opportunities, including art museums and the Krannert Center for the Performing Arts, which attracts world-class performers in music, dance, and theater. There is also a wide range of dining options, sporting events, and recreational opportunities available.

The Montessori School of Champaign-Urbana is an affirmative action/equal opportunity employer.