

## Job Descriptions – Sussex Montessori School Leadership Team

### Education Director (1 FTE)

**Summary of Position:** The Education Director is responsible for the consistent high quality of the Montessori program within and across grade levels at Sussex Montessori Academy. The Education Director works directly with teachers to develop, implement, and supervise education programs that meet the school's mission, vision, and goals. The focus of this position is on continual development of the staff to ensure that all children are reaching their full potential.

#### Duties:

- Reports directly to the SMS Head of School.
- Acts on behalf of the Head of School in her/his absence (e.g., questions, concerns, complaints) for the purpose of conveying and/or gathering information required for their functions in a timely manner.
- Assists the Head of School in developing and evaluating student programs and services.
- Assists in the recruitment and retention of state-certified teachers to school.
- Is responsible for the oversight and administration of all required federal and state testing requirements on behalf of school.
- Ensures educational quality control with respect to all applicable federal and state school regulations.
- Provides leadership to faculty in their work with children, parents, colleagues, and curriculum.
- Assists the staff in implementing "best practices" based on current research in the field.
- Builds and maintains consistency, coherence, and continuity within program and across programs in the school community.
- Participates in the planning/leading of curriculum-focused meetings and professional days to review, discuss, and update curriculum adhering to a Montessori focus, developmentally-appropriate practices, common core alignment and current research on "best practices."
- Facilitates meetings of both the whole school community and SMS teams.
- Monitors teachers use and interpretation of classroom-based assessments to inform instructional practices and monitor children's cognitive, social, and emotional growth.
- In conjunction with the Head of School, establishes cohesive professional development goals and plans to meet those needs for the school community.
- Ensures that the faculty is provided support and training as needed.
- Is present in classrooms and provides feedback and coaching for teachers.
- Assists in making placement decisions for children in terms of educational programming.
- Supervises the classroom ordering process assuring that orders support the curriculum and focus of the school.
- Develops a plan for providing support services both within and outside the school community (reading support, speech, guidance, school psychology services, etc.).

#### Required Qualifications:

- Master's degree or higher from an accredited institution.
- 3 - 5 years' experience in working in academic administration or a related field.

- Valid Delaware Teacher's Certification.
- Demonstrated experience in creating and evaluating student programs.
- Demonstrated experience working with adults in professional development or coaching situations.
- Montessori Certified Training or extensive experience with Montessori philosophy and curriculum.

### **Business Manager**

*Sussex Montessori School may hire a business manager to fulfill these duties, or may contract with an outside firm to provide these services*

#### **Duties/Services:**

- Collaborate with the Head of School, and Citizen Budget Oversight Committee to ensure the successful financial operation of Sussex Montessori School
- Ensure the accounting procedures within the school meet all federal, state and local requirements and within the FSF/PHRST guidelines.
- Create annual budget in collaboration with the Head of School, Administrators , and Citizens Budget Oversight Committee
- Analyze and report monthly finances in coordination with the Head of School and Citizen Budget Oversight Committee
- Oversee Unit Count reporting process
- Prepare local school district billing and ensure collection of associated funds
- Oversee the collection of all revenues and monitor cash flow of school funds
- Oversee the Child Nutrition program
- Assure that all financial, enrollment, food service and state/federal grant audits are conducted as required by state and federal regulations.
- Manage FSF - State Accounting Module
  - Ensure activities associated with State Monthly and Annual Checklists are completed
- Manage PHRST – payroll, benefits, and human resources
  - Teacher and staff contracts for CCS
  - PHRST cleanup and monthly checklists
  - Leaves of absence and all applicable state/federal programs (FMLA, Disability)
  - Pension and workman’s comp related duties
- Collaborate and communicate with Statewide Benefits Office, PHRST, and Office of Management and Budget, Treasurers Office, Division of Accounting, State of Delaware Child Nutrition Department, DOE, Finance Committee, and Campus Community Board members, as needed
- Assist in negotiations with applicable vendor contracts in coordination with the Head of School (e.g. school bus contract, food service contract, copier contract, etc.)
- Report to Head of School

#### **Required Qualifications:**

- Strong financial and accounting expertise
- Experience with large budgets

- History of ethical financial management

**Preferred Qualifications:**

- Certified Public Accountant
- Human resources experience
- Business management experience
- Familiarity with State of Delaware financial system