



Alfred Montessori School  
8 ½ South Main Street  
Alfred, NY 14802  
607.587.9334  
[www.alfredmontessori.com](http://www.alfredmontessori.com)

## AMS Executive Director Job Description

### **Create a safe, healthy, and inclusive environment for all students.**

- Ensure compliance with federal, state, and local day care regulations, specifically the OCFS regulations for day care centers.
- Ensure that all classrooms are prepared for student success and safety.
- Ensure that the playground equipment is safe and report any issues to Tom Costello (Village of Alfred).
- Ensure that each classroom's curriculum is inclusive and engaging.
- Maintain student files as required by OCFS and logs of student attendance.
- Maintain confidentiality in all manners concerning the school.

### **Create a safe, collaborative, calm and inclusive environment for all staff members.**

- Assume primary responsibility for recruiting, hiring, retaining, and firing staff (contracted, part time, interns, work study students, and volunteers), in consultation with the board.
- Ensure that all staff members are aware of OCFS regulations and know how to comply with them in their classrooms.
- Hold staff meetings once a month, both for training and for community building.
- Hire staff members who work collaboratively and see themselves as part of a team.
- Ask for staff input on training day focus/topics and on every day aspects of the school operations.
- Supervise all aspects of the educational program, in consultation with the lead teachers, and provide support to classroom teachers.
- Support, encourage, and mentor lead teachers and assistant teachers. Provide support for lead and assistant teachers to mentor interns, work study students, and volunteers.

### **Create and maintain an organized plan for school operations.**

- Manage all aspects of the school in terms of staffing, scheduling, record keeping, collection of tuition and fees, coordination with the bookkeeper, coordination with maintenance person and cleaner, training logs, files, licensing, etc.
- Recruit, register, and schedule students into classrooms based on both maintaining ratio and the needs of the classroom teachers.
- Provide lead and assistant teachers with the classroom documents needed, including an accurate list of students and week days of attendance.
- Maintain an active presence on AMS FB page, submit articles to The Alfred Sun for fundraising events, and prepare promotional literature.
- Maintain the AMS website with up-to-date information.
- Communicate with families frequently via email regarding important dates, new information, reminders, etc.
- Provide a weekly update for all contracted teachers (Monday Montessori Minutes).

- Build a calendar for the school year based on dates/planning days/ holidays in coordination with the board.
- Revise and update parent and staff handbooks on a yearly basis.
- Supervise budget, including but not limited to the monitoring of all expenditures of funds, maintenance of records and reports of expenditures, provision of adequate inventory of property, and assisting with creation of annual budget.
- Develop agendas, based on staff input, for training days.
- Maintain good relationships between the school and the community, the school and parents/families, and the school and the board.
- Immediately report any incidents of accident, theft, injury to staff or children, or any other incidents that might implicate liability, to the school's insurance carrier and/or OCFS.

## **Create and maintain a strong working relationship with the Board of Directors.**

- Prepare a director's report prior to each monthly board meeting and send to board at least 2 days before meeting.
- Attend monthly board meeting.
- Work with the board on the planning and implementation of fundraisers, including the recruitment of parent volunteers.
- Advise and assist the board in setting fees and tuition for students and salaries for staff.
- Work with the board to create annual parent needs and satisfaction survey.

*Additional duties may be assigned by the Board of Directors*

## **Requirements**

To be qualified as a director, you must possess either:

- A Bachelor's degree, including or in addition to 12 credits in Early Childhood, Child Development or a related field; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work; or
- A New York State Children's Program Administrator Credential; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work; or
- An Associate's degree in Early Childhood or related field, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work; or
- A Child Development Associate Credential or other Office-recognized credential, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work.