



**Title:** Montessori Assistant Director  
**Department:** Montessori  
**Reports to:** Lauren Guip, Montessori Director  
**Schedule:** Academic Year, Per Contract

### **Overview:**

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer a coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at [www.summitcds.org](http://www.summitcds.org).

Reporting to the Montessori Director, the **Assistant Montessori Director** will work closely with the Montessori Director, faculty Montessori faculty, parents and students. This person's primary area of focus will be supporting the growing Toddler Program. In addition, the Assistant Montessori Director will be the second point of contact for parents (after faculty) and consult regularly with the director regarding parent and faculty communication and education. The individual in this role must understand the Montessori Philosophy and how it applies to the work of students and teachers. The Assistant Montessori Director will help navigate the operations of the division on a day-to-day basis, helping align and plan the divisional schedule, making themselves visible in classrooms, and facilitating healthy communication with all Montessori constituents. The Assistant Director will also collaborate with admissions to streamline and maximize the admissions process, as the Montessori program is the entry-point to the school. Additionally, this individual will work as a liaison with The Summit's Auxiliary programs, such as afterschool care and summer programs.

### **Duties and Responsibilities:**

- Assist in managing day to day operations in the Montessori Division, helping oversee faculty and staff.
- Partner with Montessori Director to manage and maintain Montessori Division schedule and activities, including specials, recess and shared spaces.
- Collaborate on and help plan ongoing professional development activities for Montessori faculty.
- Partner with Auxiliary programs and liaison with the Auxiliary programs manager for afterschool and summer programming.
- Work with Toddler faculty on Toddler Montessori parent communication, education, community building and phase in program.
- Act as a presence in the Toddler Montessori Program through regular classroom visits, observations, and check-ins.

- Assist the Montessori Director in conducting annual faculty reviews with Toddler Teachers
- Work closely with intervention specialist and Toddler teachers to assist with social-emotional student growth.
- Partner with Montessori Director, Lower School Director, Lower School faculty and Montessori faculty to plan for Toddler – Pre-K and Kindergarten – Grade 1 transition.
- Assist Montessori Director and Admissions with enrollment activities such as prospective student interviews and other admissions events.
- Assist in ensuring compliance with legal requirements of governmental agencies; maintain the educational standards established by the State of Ohio.

### **Job Specifications:**

- Montessori Certification OR Masters Degree required and preferred.
- 3-5 years experience in a Montessori educational environment
- Excellent interpersonal and communication skills.
- Ability to maintain poise under stress.
- Expertise in early childhood cognitive development from ages 1-6.