



Ruffing Montessori School

Engage. Emerge. Learn for life.

TITLE: Director of Montessori Early Childhood Education (First Plane)

REPORTS TO: Head of School

STATUS: Full Time, Exempt/Salaried, in-person, year-round position (modified academic year calendar) does not follow traditional academic-year calendar)

CORE HOURS: 8am-4pm, Mon-Fri (minimum 40 hours/week)

START DATE: July 2026

OVERVIEW

The Director of Montessori Early Childhood Education (First Plane) supports the multi-faceted needs of the Head of School and the school's mission, and faculty by ensuring a safe, effective, and engaging Montessori learning environment. This includes: teacher guidance and education, collaboration and support, classroom observations, parent engagement, communication, liaising with the administrative team, director of student care, learning coaches, and specialists to stay relevant with societal changes, incorporate new knowledge and technology, enhance Montessori educational delivery, and improve systems/processes between levels to ensure prepared transitions and improved student outcomes.

ESSENTIAL DUTIES & RESPONSIBILITIES

Program

- Commitment to Ruffing Montessori School's mission and dedication to the education of the whole child in the 21st century
- Conduct regular observations in all Toddler Community and Children's House classrooms to ensure curriculum consistency and continuity at each level
- Provide support, training, and access to professional development opportunities for teachers regarding individual student needs, individual teacher classroom issues, and general instructional approaches and growth
- Conduct regular observations in all Toddler Community and Children's House classrooms to learn new strategies for classroom management, lesson planning, and identify individual child needs
- Listen to teacher/parent academic concerns and challenges
- Identify and implement best practices and action steps in collaboration with teachers to ensure student needs are met
- Collaborate with Ruffing Design House (RDH) team, Toddler Community, and Children's House team to provide and align continuity of extended curriculum
- Support, guide, and mentor teachers and students during the school day, including at times during lunch and recess
- Participate in parent conferences or special conferences as requested
- Plan and execute educational programming, panels, Toolbox series, podcasts, newsletters, etc. to communicate and collaborate with families
- Participate in the Independent Schools Association of the Central States (ISACS) seven year accreditation process
- Collaborate with teachers to develop age-appropriate community engagement opportunities, including in-school programs, visiting specialists, and, when developmentally appropriate, outings for older students

- Engage and participate with the greater and local community to create new learning opportunities
- Collaborate with Ruffing Family Association on school community involvement and educational events
- Participate in the strategic planning of the school

Environment

- Assess needs for classroom environment improvements to meet the needs of the level
- Facilitate material making for all areas of the classroom
- Foster and develop a sense of team spirit and camaraderie among faculty, staff, students, and families
- Collaborate with teachers and/or Director of Student Care to address student behavioral issues and concerns through observation, discussion, mediation, and initiatives

Personnel

- Guide and support Toddler Community and Children's House faculty
- Work and meet with faculty on professional development opportunities and goal setting
- Own yearly and week-to-week calendars
- Provide guidance regarding transitions from Toddler Community to Children's House and Children's House to Lower Elementary
- Schedule and facilitate level meetings with a purpose for future planning and post mortem review
- Provide planning time for faculty by filling in as needed
- Daily active and physical presence including some evenings and weekend school-related functions and activities (e.g. Open House, The Journey, Curriculum Night, Parent Education, Parent/Teacher Conferences, etc.)
- Review and manage PTO requests for Toddler Community and Children's House faculty
- Collaborate with HR Generalist in the hiring, onboarding, and evaluation process of Toddler Community and Children's House faculty

Administrative

- Manage all State Licensing duties
 - Set up staff trainings for required Professional Development hours
 - Oversee and ensure school faculty and staff are in compliance with all required trainings including but not limited to First Aid, CPR, Communicable Disease Recognition, Child Abuse Recognition, PreK Orientation Training, etc.
 - Meet with State Licensing Inspectors during their visits
 - Handle all communication with State Licensing inspectors including submitting Corrective Action Plans as needed
- Liaise with Director of Admissions on class size, mission-appropriate class placements, schedule, tours, observations, Open Houses, parent events, The Journey, and curriculum nights
- Collaborate with Director of Marketing & Communications on regular articles in *Ruffing Weekly*
- Create newsletters for Toddler Community and Children's House families

OTHER ACTIVITIES:

- Any tasks as appropriately directed by Head of School
- Assume administrative leadership responsibilities for Early Childhood Education levels in absence of the Head of School
- Represent level at school events throughout the year including some weekends and evenings (e.g. Open House, The Journey, Curriculum Night, Parent Education, Family Association events, etc.)
- Represent the school at academic conferences and other official occasions as requested by the Head of School

- Participate in faculty/staff and committee meetings
- Attend board meetings as requested by Head of School
- Work collaboratively with the school's administrative team
- Assist with morning arrival, dismissal, and car line safety
- Be responsive to the needs and perspectives of the community

QUALIFICATIONS: EDUCATION, SKILLS, & EXPERIENCE:

- Required Montessori training at 0-3 and 3-6 levels (AMI preferred)
- Deep understanding and appreciation of the Montessori pedagogy
- Master's level work in education preferred
- Leadership qualities and ability to build relationships with faculty, staff, families, and students
- Excellent organizational, time management, and problem-solving skills, with keen attention to detail and the ability to multitask
- Ability to communicate clearly and professionally
- Demonstrated training and professional learning in diversity, equity, inclusion, belonging, and anti-bias practices
- Unwavering ethical and legal standards required
- Confidentiality and integrity are critical in this position

Compensation & Benefits:

Annual salary commensurate with qualifications and experience. Benefits include life, health, dental and vision options, paid time off, paid holidays, 403(b)

To Apply:

Interested candidates are encouraged to send a letter of interest and current resume to employment@ruffingmontessori.net. No phone calls please.