

Elementary Program Director

Childpeace Montessori is seeking an Elementary Program Director to join our administration and lead our well-established Elementary Program teams beginning September 2020.

This is a year-round, salaried and exempt position working Monday through Friday, generally from 8:30 a.m. - 4:30 p.m. with occasional evening and weekend hours. The wage range begins at \$65,000 per year. This position is benefit-eligible (medical, dental, and vision insurance, flexible spending, and more).

Our ideal candidate is an experienced Montessori professional with a bachelor's degree and AMI Elementary Montessori Certification. They possess exceptional communication and organizational skills, and Montessori Elementary classroom experience as a lead guide. This position depends on refined skills as a team-player in a professional setting and can support a team toward program excellence through collaboration. The Elementary Program Director must demonstrate a positive and kind spirit to the important work of building relationships with students, families, and colleagues. We prioritize candidates who bring enthusiasm, adaptability, and who model a willingness to develop skills to meet the challenge of distance learning as we anticipate periods of quarantine-related closures or the need to support individually quarantined students. Candidates must be willing and able to work both on-campus and maintain a full-time schedule if a campus closure necessitates working from home.

This role is for someone who enjoys attending to many organizational tasks and working collaboratively with a stellar administrative team. The right person for this role thrives in describing Montessori as an ambassador with parents to help cultivate and sustain a strong parent/school partnership. This role gives logistical and scheduling support to 16 Elementary teaching and support staff within a larger school that serves students from Toddler Community through Middle School.

Requirements upon hire:

- Background clearance through the Department of Human Services

Within 30 days must obtain:

- Pediatric CPR/First Aid Certificate
- Food Handler Certification
- Recognizing and Reporting Child Abuse and Neglect (RRCAN)
- Introduction to Child Care Health and Safety (ICCHS)
- Prevention is Better Than Treatment (PBTT)

We are located in urban NW Portland and easily accessed by bike and public transportation. Childpeace supports our staff with a competitive salary structure and benefits package, a program rooted in AMI standards, a commitment to professional development, beautiful and well equipped classroom environments, strong administrative support, and a dynamic working community of Montessori professionals.

Interested applicants are invited to email the following to humanresources@childpeace.org:

- A cover letter describing where you are in your professional journey and why you are interested in this job
- Your resume detailing training and experience
- two references with names, how you are connected to them and contact information

*No phone calls please.

Childpeace Montessori School does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, gender identity, religion, physical or mental ability, or any other status protected under local, state or federal laws in the admission of otherwise qualified students or in the administration of its educational policies or programs, hiring, or employment practices.