Providence Montessori School
Director Job Advertisement

Position Title: School Director

Summary Description
Providence Montessori School, a mid-size, private, parent-owned school in Lexington, Kentucky is seeking a new director beginning July 2009. The Director is responsible for providing daily management and strategic leadership for the school. Responsibilities include, but are not limited to: oversight of faculty and staff, governance of curriculum, and coordination of community and parent communication. The Director also monitors financial and budgetary practices and serves as a non-voting, ex-officio member of the Board of Directors and all standing committees.

Qualifications
Experience
Approximately 10 years of educational experience is preferred. Both classroom and administrative experience is preferred, but not required. Proven management skills will be highly valued.

Education
A Master's Degree in Education or related field (or equivalent experience) will be highly preferred, though not necessarily required. The applicant's full body of training and experience will be considered. Montessori Certification is required.

Required Skills/Abilities
- Ability to build effective teams
- Strong negotiating skills
- Strong oral and written communication skills
- Ability to understand basic financial information
- Leadership qualities, including the ability to communicate the school vision and to coordinate efforts toward achieving it.

To Apply
Please send a résumé with a cover letter describing your interest in this position to:

Attn: Search Committee
Providence Montessori School or charles.merritt@yahoo.com
1209 Texaco Road
Lexington, KY 40508

Review of applications will begin November 15, 2008 and will continue until the job is filled.

For more Information
Visit our website: www.providencemontessoriky.org
Or contact: Charley Merritt at charles.merritt@yahoo.com