



School Director at Brand New Thanksgiving Point Location, Museum Campus

Dancing Moose Montessori School is growing! Dancing Moose is an 18-month through 2nd grade program, and looking for a School Director to join their team. Dancing Moose and members of their team have been recognized as Best of State for several years for a variety of contributions in early childhood education. The school is housed in a beautiful, newly constructed learning center designed around children's interests.

The School Director would oversee and manage day-to-day operations including parent communication, teacher communication, quality assurance and curriculum development. This position includes leading 50 committed team members who are driven by the same mission of creating an ideal learning environment for young children. It is a fast-paced position that requires constant research and implementation to ensure the highest quality education standards are met.

Visit <https://mydancingmoose.com/join-our-team/> to learn more about the Dancing Moose team.

The Experience You Need to Succeed

- Bachelor's degree in childhood development, education, psychology, business or a related field is required. A Master's degree or previous Montessori training is helpful but not required.
- Demonstrable success in leading a productive, joyful team with a track record for building / sustaining a strong, positive team culture is required.
- Prior success in coaching and developing staff members, including holding teams accountable for creating and maintaining goals is required.
- Ability to create and follow systems with excellent attention to detail, time management and organizational skills are required.
- Ability to create and maintain positive, respectful relationships with various people is required.



- Ability to demonstrate a knack for diffusing high-stress situations with frustrated or angry individuals utilizing strong communication and influence skills is required.
- Knowledge of budget preparation, expenditure prioritization and control procedures is preferred.
- Expertise in conducting research and development as it relates to curriculum development is preferred.
- Ability to create an inviting, appealing environment for learning and community is required.
- Solid skills using Microsoft Office, Gmail, Google Docs, Google Sheets and Google Slides is required.

Duties and Responsibilities

- Embody, advocate for, and execute on the mission and values of Dancing Moose in all actions.
- Oversee and manage the day-to-day operations in harmony with Dancing Moose's core values.
- Lead efforts to ensure Dancing Moose quality standards are being met in each classroom and support continued curriculum development.
- Nurture a diverse and talented team of teachers and staff members to support the school's success through acting as a servant leader and providing ongoing mentorship, feedback and development opportunities to improve instruction. Set a unified direction for the team to follow.
- Establish and maintain professional and cooperative working relationships with all stakeholders: parents, students, staff and partners.
- Maintain frequent and regular communication with families through the school newsletter, website and one-on-one meetings as appropriate.
- Engage families and the larger school community in the life of the school. Be visible and form relationships with families during drop-off and pick-up.
- Maintain a visible and accessible presence in the school community. Be an outgoing and warm face of the school with all members of the Dancing Moose community.
- Provide timely updates, metrics and communication of issues, concerns and needs to the leadership team.
- Manage ongoing recruitment and selection of new staff members as necessary.
- Develop and manage the school's financial health and budget.
- Support outreach and marketing efforts for the purposes of maintaining enrollment and development. Contribute to social media and website content.
- Ensure that the property is well maintained and oversee the cleanliness and beauty of common areas.



- Lead the organization and execution of school community events such as mini-marathon, holiday performances and graduation.
- Be a key contributor to the broader success of Dancing Moose by partnering and collaborating with other Dancing Moose leaders and locations.

Critical Competencies

- An empathetic, selfless and approachable professional who has a genuine love for children's academic, social and emotional growth.
- An outgoing personality and love for interacting with and learning from people.
- A positive, patient and persistent team builder for staff and families, not prone to the "blame game".
- Willingness to work beyond the day-to-day demands of administration with effort that yields excellence.

Application Process

In your cover letter, address the following questions:

Describe your leadership philosophy.

Describe concrete ways you would promote a strong culture.

Describe time management strategies you employ to stay on top of an abundance of tasks with little time.

Save your resume and cover letter as a PDF and send to jennifer@mydancingmoose.com with the subject "TP Director Applicant".