

Lead Primary Montessori Directress

Tampa, Florida

Montessori Children's House of Hyde Park is seeking a Lead Directress for our 3-6 environment for an immediate opening. We are a private AMI accredited Montessori school established over 20 years ago and are located in sunny Tampa Florida close to the white sand beaches of St. Petersburg and Clearwater.

Our Lead Directress Role:

- Classroom will consist of between 25-30 children, ages 3-6.
- Will have one experienced classroom assistant to help with duties.

Our Lead Directress Qualifications:

- Passionate about Montessori education, committed to excellence and providing our students with an education for life.
- 4-year University Degree
- MACTE accredited Montessori diploma.
- CPR/First-Aid.
- Must be willing to undergo an FBI Background Check.

Our Lead Directress Responsibilities:

- Be responsible for the welfare, safety and educational achievements of students, become familiar with and use curriculum as outlined by the School "Curriculum Guide".
- Arrange a classroom environment in accordance to program goals and philosophy.
- Perform tasks necessary to maintain a clean, orderly and attractive Montessori environment, including upkeep and inventory of materials.
- Be responsible for the supervision, training and evaluation of the classroom assistant.
- Complete and maintain all records, reports, evaluations, inventories and student records and tests in a timely manner.
- Provide for parent conferences, meetings and communication in accordance with school policy.
- Read, work and conduct oneself within the guidelines of the "Faculty and Staff Handbook".
- Attend and participate in school functions that relate to position or teaching level.
- Understand and promote the school's mission, purpose and objectives and policies to parents in a positive and supportive manner.
- Participate in class field trips (and overnights when appropriate) and act in a supervisory capacity.
- Conduct oneself professionally by respecting student confidentiality, cooperating with staff members, working out differences in a mature and reasonable manner and communicating unresolved concerns with the Head of School.
- Fill out and discuss teach self-evaluations as prescribed for each level.

Salary:

- Top paid salary in the Tampa area.
- Benefits Include:
 - 3% Salary Match Program into individual retirement account
 - Paid time off and Paid 45-minute daily lunch break
 - Annual Professional Development Stipend
 - Summers off, with option to work for extra pay

We are a dedicated team and warmly welcoming of newcomers. If Montessori Children's House of Hyde Park sounds like the new home you are searching for, we would love to begin a conversation!

Qualified applicants, please send a resume to:

Raj Thomas, Head of Administration. Email: raj@hydeparkmontessori.com

Please visit our website at www.hypeparkmontessori.com for more information about our school.